Vehicle Usage Policy and Procedures

REFB Company Vehicles

The Redwood Empire Food Bank provides company vehicles to authorized employees for the sole purpose of transportation to and from the REFB distribution sites and to transport accessories used at the distribution sites.

Eligibility to Drive a Company Vehicle

Prior to approval, employees must provide proof of their valid driver's license. Eligibility to drive will be confirmed by our insurance carrier. Employees must authorize the REFB to periodically run an MVR report, as a requirement by our insurance carrier, during your assignment of a vehicle. Employees must also provide proof of insurance annually, or when coverage or carrier changes.

Employees approved to drive on company business are required to inform their supervisor of any changes that may affect either their legal or physical ability to drive or their continued insurability.

Driver Responsibilities

At all times while driving on REFB business, the employee:

- Is responsible for operating company vehicles in a safe and professional manner.
- Must know and adhere to all driving laws. This also includes following the REFB's Prohibited Use of Cell Phone While Driving policy (copy attached).
- Must maintain a current, valid California driver's license. If for any reason, an employee's driver's license is revoked, suspended, or restricted, the employee must immediately (1) cease driving for the REFB, and (2) notify their supervisor and their Department Director.
- Must maintain current insurance as defined by the REFB.
- Must complete a Driver's Vehicle Inspection Report (DVIR) before each use per day within the WhipAround app.
- May not allow another person to drive a company vehicle.
- Is not permitted, under any circumstances, to operate a company vehicle or a personal vehicle for company business, when any physical or mental impairment causes the employee to be unable to drive safely.
- Must report any accident/incident to their manager immediately after such occurrence as well as complete an Insurance Accident Report or REFB Van Post Trip Defect Report to indicate any damage or issues to the vehicle.
- Shall not operate any vehicle while on company business while using or consuming alcohol, illegal drugs or prescription medications that may affect their ability to drive.

Only employees of the REFB are allowed as passengers in company vehicles. Exceptions to this rule must be approved in advance by a Department Director or the CEO.

Employees may be authorized to take a company vehicle home. Such employees acknowledge and agree that company vehicles are not to be used for personal use or driven by anyone other than the employee, and that they will be parked in a location that provides the most safety to the vehicle and driver.

Safety Guidelines
Company vehicles must be in good working order before an employee may use a company vehicle.

Seat belts must be used by all occupants at all times while the vehicle is in operation. It is the driver's responsibility to ensure that all occupants fasten their seat belts prior to operating the vehicle. Any malfunctioning seat belt should be reported to the Facilities Manager or through WhipAround app.

The REFB expects all employees to drive defensively while operating the vehicle, to obey all traffic laws, and prohibits employees from driving under the influence of drugs and alcohol, including prescription drugs.

Use of handheld cell phones (including texting) while behind the wheel of a moving vehicle being used on company business is strictly prohibited.

Smoking, vaping, or chewing tobacco is not allowed in company vehicles.

All of the REFB company vehicles are equipped with GPS tracking software. There are alerts programmed that monitor speeds and harsh events and are automatically reported to the Fleet Supervisor. Any van that exceeds 75 mph for more than 1 minute will be reported. Any tractor that exceeds 68 mph for more than 1 minute will be reported. Harsh turns and harsh braking events are also reported. Multiple instances of harsh or speeding events may result in revoking your company vehicle privileges.

Driver's Vehicle Inspection Reports (DVIR)
All drivers are required to do an inspection report via the WhipAround app prior to driving the vehicle. One report required per day for each driver of the vehicle. The Fleet Supervisor will set up each employee in advance to driving the vehicle and provide training on the app. The inspection reports are an electronic database and reporting tool to automatically inform REFB Fleet Supervisor and Facilities Manager of any defects or issues with the vehicle.

Scheduling Passenger Vehicles
For in-county use of a company vehicle, an employee will schedule use in advance by blocking the usage time off on the specific vehicle use calendar in Google.

Insurance and Gas Cards
The glove box contains a plastic resource envelope including the Vehicle Registration, Insurance card, Gas card, and blank accident/incident report. These items must remain with the vehicle, securely stowed at all times.

Gas cards are for fuel purchases only in the company assigned vehicle and are specific to the vehicle, please do not use another vehicle's gas card to fuel another.

Roadside Assistance
The REFB has provided you with a 24-hour Roadside Assistance for your personal vehicle through California State Automobile Association (AAA) (only if you do not have a company vehicle assigned to or and your are

requested to use the personal vehicle on a regular basis) and for REFB vehicles through Best Roadside Services. Coverage includes: dead battery, flat tire, lockout, out of fuel, and towing. These services are to be used for any roadside emergency services and covered under this plan for an REFB vehicle or your personal vehicle when the incident occurs while conducting REFB business. These benefit coverages are limited to a certain number of incidents per year, therefore, this service is not to be used for personal reasons.

The driver of the company vehicle or the holder of the AAA card that utilizes the services must contact AAA or Best Roadside assistance directly to arrange the location and time of the services needed. If the driver is uncertain as to who to call or needs additional direction, contact REFB Facilities Manager for further instruction.

Employees must report any incident requiring roadside assistance for your personal or company vehicle to their supervisor and the Facilities Manager utilizing the standard incident report process. Such reports must be made as soon as possible but no later than 24 hours after the service was used.

California AAA – 1-800-AAA-HELP (1-800-222-4357) - Must have card present
Best Roadside Services - 1-866-201-0402 – Must have last 6 digits of VIN

Cleaning and Maintenance

Drivers in Lake County are responsible for keeping the vehicles they drive clean. This means that the exterior is washed regularly and the interior is wiped down, cleaned, vacuumed, and kept free of clutter and garbage. Cleaning and maintenance of vehicles stored at the REFB's corporate office in Santa Rosa will be overseen by the Fleet Supervisor.

The Fleet Supervisor is responsible for regular maintenance of all company vehicles. Should a driver notice any vehicle malfunctions or have any concerns about the way a vehicle is performing, they must notify the Fleet Supervisor or Facilities Manager immediately.

No modifications or additions to the vehicle shall be done without prior approval by the Director of Facilities, Fleet & IT Operations. This includes but not limited to: Modification to the motor, exterior or interior look, or cargo securing equipment.

In Case of an Accident

Employees must report any accident, incident, theft or damage involving a company vehicle to their supervisor and the Facilities Manager, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than 24 hours after the event. (This procedure is also required if you are in an accident in your personal vehicle while driving on REFB business.)

An **REFB Vehicle Insurance Accident Report** form via the Whiparound app must be filled out as completely and as quickly as possible while at the scene of the accident for submission to the Facilities Manager and to Finance. (If you are in your personal vehicle, complete the Vehicle Accident Report form.)

If you are involved in an accident, the Whiparound app has a workflow to use so that we capture all the

pertinent information below:

1. If anyone is hurt, call 911 for medical assistance.
2. Immediately following an accident, stop and, if safe to do so, investigate what damage might have occurred to the vehicle.
3. Notify the local police and/or state authorities of the accident. Make sure to obtain a police report by the local authorities and make sure that the party that caused the accident gives a statement to the authorities.
4. Call your supervisor and your Department Director and/or the Facilities Director.
5. Obtain the following information from all individuals involved in the accident and input to the Whiparound app. A Vehicle Accident Report Form is kept in the glove compartment of each vehicle in case there is no access to the app. Complete the form via the app or send paper copy to your supervisor, the Facilities Manager, and Finance as soon as possible, but not more than 24 hours of the accident.
    a. Name, address, telephone number and insurance policy information of the persons involved
    b. Time and place of accident
    c. Witnesses, their addresses, and telephone numbers
    d. Facts relevant to the accident
    e. Description of the injured person
6. If safe to do so, take photos of the accident with your cell phone or by other means. All photos must be forwarded to your supervisor, the Facilities Manager, and Finance within 24 hours.
7. Do not admit liability or blame anyone at the scene.
8. Sign no statements for anyone except an identified representative of the REFB insurance company covering the company vehicle.
9. Complete all paperwork required by law enforcement.

If the collision involves an unattended vehicle, you must attempt to notify the owner. If that is not possible, attach a note to the vehicle asking the owner to contact you. Notify the police immediately telling them that you have attempted to make contact with the owner.

Employees are expected to cooperate fully with authorities in the event of an accident. However, employees should make no voluntary statement other than in reply to questions of investigating officers.

Overnight Parking

When an employee is authorized to take the company vehicle home at night, the driver is responsible for parking the vehicle in a safe and secure location and must ensure all necessary precautions are taken to prevent damage and theft of the company vehicle and/or its contents at all times. REFB is not responsible for personal items lost or stolen from the company vehicle. Whenever you leave a company vehicle, please follow these precautions:

- Roll up all windows
- Lock all doors
- Do not leave personal belongings or equipment in open view inside a car.
- Lock all valuable items inside the trunk when the vehicle is left unattended.

Traffic Violations

Excessive moving violations and/or accident history will exclude a driver from being covered by company-provided insurance and will make them ineligible to receive a company-provided vehicle. Should you, for any reason, receive a summons for a traffic violation or a parking ticket, you must pay it as soon as possible. All traffic violations and parking tickets should be reported to the Facilities Manager as quickly as possible. Drivers are responsible for paying for traffic and parking fines.

A driver with more than one chargeable accident within the last year or any combination of two accidents and/or moving violations within a three-year period may be prohibited from driving a company vehicle or using their own vehicle for REFB business purposes. **Any driver with a revoked license will be prohibited from driving a company vehicle or using their own vehicle for REFB business purposes. This type of violation may also be grounds for immediate termination at the discretion of management.**

When certain criteria are met as defined by the IRS, the IRS requires the REFB to include the value of commuting to and from work in your gross wages; the value is subject to FICA and unemployment taxes. The REFB will account for this transaction on a semi-annual basis.

The REFB reserves the right to revoke the driving privilege of any driver not complying with this policy.

Use of Personal Vehicle for Company Business

At times when an REFB vehicle is not available, you are requested to use your personal vehicle as needed to fulfill your work duties. Your mileage must be tracked by day, location visited, and miles driven on an REFB Expense Reimbursement form. You may submit your expense request weekly or monthly for reimbursement. Your completed request must be submitted to your supervisor for approval then provided to Accounts Payable for processing. All requests for reimbursement must be submitted to Accounts Payable by the 5th of the month for the prior month's activity. Reimbursement requests submitted weekly will be paid on the next scheduled weekly payment cycle.

The REFB does not reimburse the cost of driving a personal car between home and the Brickway facility. For business-related use of an employee's vehicle, the employee will be reimbursed at a rate consistent with the current Federal IRS approved guidelines. This allowance is provided to compensate for the cost of gas, wear and tear, maintenance, insurance and depreciation. (Tolls and reasonable parking charges will be reimbursed in addition to the mileage allowance.)

NOTE: The REFB does not assume liability for damage to personal automobiles used for REFB business and does not assume liability for deductibles or any other loss to the vehicle. Under no circumstances does the REFB consider parking fines and moving violations reimbursable.

Staff routinely driving for business purposes will need to maintain an acceptable motor vehicle record ("MVR") and be subject to the MVR being reviewed at the time of hire and periodically thereafter. Staff must have a valid driver's license, obtain supervisory approval, and show proof of minimum required insurance before using their personal vehicle for business purposes. Employees must also provide proof

of insurance annually, or when coverage or carrier changes.

Staff who are charged with traffic violations resulting from the use of a mobile device while driving will be solely responsible for all liabilities that result from such actions. The REFB will not be responsible for any damage to a staff's personal vehicle or for any liability resulting from the operation of a personal automobile.

Employees must, at all times while driving, adhere to the REFB's policy titled Prohibited Use of Cell Phone While Driving as published in the Employee Handbook and copy attached to this policy.

The REFB retains the right to amend or terminate this policy at any time.

Vehicle Usage Policy and Procedures Acknowledgement

The Redwood Empire Food Bank may provide a company vehicle to you to be used solely for the purpose of transacting the REFB business. In other situations, an employee may need to use their personal car for business purposes.

By signing below, I acknowledge that I have read, understand, and will abide by, the Vehicle Usage Policy and Procedures.

I understand that my company vehicle privileges and/or continued employment could be affected by abuse of the company vehicle policies.

Employee Name (print): _____

Employee Signature:_____ Date:_____

Prohibited Use of Cell Phone While Driving

(policy excerpted from Employee Handbook)

In the interest of the safety of our employees and other drivers, the Redwood Empire Food Bank employees are prohibited from using cell phones (including all smart phones) while driving on REFB business, except in emergencies. Because distracted driving can impair safe driving and contribute to vehicle accidents, this policy includes all cell phones, handheld cell phones (currently against the law) and hands free cell phones (including blue tooth). GPS devices are allowed if destination is pre-programmed while vehicle is parked off the roadway. Under no circumstances can you access GPS devices while the vehicle is on the roadway.

If your job requires that you keep your cell phone turned on while you are driving, and you receive a call, you must allow the call to go to voice mail then pull to the side of the road when safe to return the phone call. Under no circumstances should employees place or answer phone calls while operating a motor vehicle while driving on REFB business, except in emergencies. Violating this policy can be a violation of law and is a violation of REFB policy. Violation of this policy will result in disciplinary action up to and including immediate termination of employment.

Writing, sending, or reading text-based communication - including text messaging, instant messaging, e-mail, web browsing and use of smart phone applications - on any wireless device or cell phone while driving is also prohibited under this policy even if the device is specifically designed and configured to allow voice-operated and hands-free operation to dictate, send, or listen, and it is used in that manner while driving. Violation of this policy will result in disciplinary action up to and including immediate termination of employment.

Our insurance provider requires that all authorized drivers are at least 21 years old.

This policy is not designed to be punitive – it is designed to keep you and the community safe.

In Case WhipAround app is not available use this form:
Vehicle Accident Report

Date of Loss:_____Time of Loss: _____

Company Vehicle Involved: _____ _____ _____

Year Make Model

VIN#: _____

Location of Accident_____

Driver's Name _____

Address _____

Phone_____ DOB ___/___/____ License # _____

Description of Accident _____

_____

Company Vehicle Damage (Where) _____

Police Report Agency _____ Report Number _____

Officer _____ Ticket Yes or No?_____

Other Party Information:

Driver Name _____

Address _____

Phone Number(s) _____ _____

Insurance Co._____Driver License #: _____

Vehicle _____ _____ _____ _____

YearMakeModelVehicle License #

Passenger's Name_____ Injured Y or N? _____

Address _____

***Take Photos of scene of accident and any damage to the other party's vehicles if possible