

# Switchpoint Vehicle Policy

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## Policy overview

The Switchpoint vehicle policy gives employees guidelines for qualifying for use of a company vehicle. A “company vehicle” is any vehicle Switchpoint assigns to employees. This policy applies to all employees who use a company vehicle, and applies during and outside of working hours.

## Qualifying for use of a company vehicle

Employees may qualify to use a company vehicle if they drive 15,000 miles or more per year for work purposes, need a company vehicle for their daily work, or are supposed to get use of a vehicle as a benefit.

If you have not been assigned a company vehicle and believe you need one, contact HR.

Employees are only allowed to drive a company car if they have a valid Utah’s driver’s license and a clean driving record.

A clean driving record means the employee has not been held at fault for a car accident, or arrested on charges of violating vehicle and traffic laws. Switchpoint can assign and revoke access company vehicles at its discretion.

## Company vehicles for employees with disabilities

Switchpoint will make reasonable accommodations to facilitate company vehicle use for eligible employees with disabilities.

## Company vehicle rules

- Do not transport clients in personal vehicle at any time.
- Only transport as many people as you have operational seatbelts for.
- Wear assigned Switchpoint identification badge at all times while operating the vehicle.
- Two staff must be present when transporting clients in a Switchpoint vehicle.
- Obey traffic laws in your jurisdiction and be courteous toward other drivers.
- Document driving expenses.
- Monitor gas, tire pressure, and all fluid levels.
- Report any damage or problems to your assigned vehicle immediately.
- Report changes to your driver privileges, such as driver’s license suspension, immediately.
- Always lock company cars.
- Bring vehicle to scheduled maintenance appointments.
- Do not drive while intoxicated, fatigued, or on medication that affects your driving ability.
- Do not smoke in any company vehicle.
- Do not lease, sell, or lend a company vehicle.

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- Do not use a phone or text while driving.

Do not allow unauthorized drivers to use a company vehicle unless required by an emergency.

Employees who violate company vehicle rules are subject to disciplinary actions which may include verbal and written warnings, suspension of vehicle privileges, termination and legal action.

## **Accidents**

- Contact Switchpoint's HR department immediately. They will contact the insurance provider.
- Follow legal guidelines for exchanging information with other drivers and report the accident to local police if required.
- Do not guarantee payment or accept responsibility without company authorization.

## **Switchpoint's responsibilities**

- Ensuring vehicles are safe before assigning them.
- Scheduling regular maintenance.
- Providing car insurance.
- Retiring and replacing cars as needed.

## **Switchpoint's Insurance Coverage**

- Insurance coverages on company vehicles will be \$1 MM for each accident
- Personal injury protection will be \$10,000 for each person

## **What Switchpoint is not responsible for**

- Paying fines employees receive while driving company vehicles they are responsible for.
- Making bail for employees who are arrested while driving company cars.

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## **I understand and agree to the following:**

- Prior to driving an agency vehicle, I must have a valid Utah State driver license in my possession.
- Switchpoint vehicles are restricted to business use only.
- I am responsible for buckling my seatbelt prior to moving the vehicle.
- I am responsible for ensuring that all passengers are buckled before moving the vehicle.
- I will not text and drive.
- Cell phone is for emergency use only and will not be used while the vehicle is in motion unless a hands-free device is available. Should I receive a phone call without the availability of a hands-free device I will not respond until the vehicle is parked.
- Personal use of the vehicle will be considered upon prior approval of the executive director.
- I am expected to honor all road signs and laws.
- Any violations, including moving and parking, are the sole responsibility of the driver.
- As a driver of the vehicle I am responsible to report all repair and maintenance concerns to the finance manager.
- I am responsible for keeping the vehicle clean and shall not allow it to become unsightly or offensive.
- Service animals are the only animals allowed in the vehicle.
- I am responsible for tracking data, mileage, and destination as required on the mileage log.
- I shall not allow unauthorized persons to drive the vehicle.
- When the gas tank has 50% of fuel left I am responsible for filling the vehicle and submitting the receipt to the finance manager.
- Switchpoint will maintain comprehensive and liability insurance coverage for the vehicles and named drivers. Passengers are also covered by insurance.
- I am responsible for fueling the vehicle when needed and submitting a corresponding receipt with mileage notated.

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**In the event of any accident:**

- My first priority is the safety of myself and any passengers
- I will contact appropriate law enforcement authorities
- I will contact management at Switchpoint

Switchpoint will be responsible for damages. However, should an investigation show that the vehicle was being used outside of the scope of employment the employee may be liable for the accident and may be forced to take legal and/or financial responsibility for any damage, accident, or injury.

**Should I violate any of the above requirements I will be subject to disciplinary action which may suspend my organization vehicle driving privileges, and up to, or including termination.**

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_