

Procedure Title:**WORK CONDITIONS & HOURS****PROCEDURE NUMBER: 5-08****Policy Title:**

Use of Equipment and Vehicles

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.
2. Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.
3. Employees who receive parking or speeding tickets or any other vehicle violations while using Keystone vehicles will bear all cost and penalties associated with such infractions. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.
4. Seat belt must be properly used by each passenger and driver in every Keystone owned vehicle.
5. In the event of a motor vehicle accident, regardless of how minor, the employee must contact the police and complete/obtain a police report. It is also the employee's responsibility to immediately report an accident to his/her supervisor, regardless of how minor they believe it to be. In addition to an Incident Report, the employee must also document the accident on Keystone Vehicle Accident Report. Any employee involved in an accident while driving a company vehicle who is judged to be partially or totally at

fault in causing the accident may be subject to disciplinary action, up to and including termination.

6. To be eligible to drive any Keystone owned vehicle, the employee must be twenty-one (21) years of age, have and possess a valid Pennsylvania Drivers License, been a valid licensed driver with at least one (1) years driving experience and attend and pass the defensive driving course provided by Keystone. While driving a Keystone owned vehicle, each driver must have their operations license in their possession.
7. No employees will drive or operate a company vehicle unless he/she has been properly trained and authorized to do so. Unauthorized persons, including family members of staff, are not to operate or be a passenger of any Keystone owned vehicle. Except in special circumstances and with prior supervisory approval, employees are nor permitted to use their personal vehicles to transport clients, staff, or for any other reason during paid duty hours. Employees who are approved to do so must have insurance coverage as required by state law. In such cases, the employees' auto insurance becomes the primary coverage.
8. Employees are prohibited from eating, drinking, or smoking while operating a motor vehicle on duty time.
9. Employees are encouraged to seek guidance/information regarding vehicle usage and mileage tracking from their immediate supervisor.

NOTES: