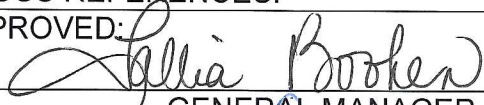
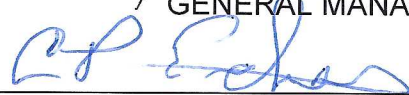




# OPERATING POLICY

<b>POLICY TITLE: PERSONAL VEHICLE USE POLICY</b>					
<b>SECTION</b>	<b>HUMAN RESOURCES</b>	<b>NUMBER</b>	<b>8.3</b>	<b>DATE</b>	<b>11/18/2021</b>
REPLACES POLICY NUMBER:		TITLE:			
DATE ADOPTED:					
DATE REVISED:					
CROSS REFERENCES:					
APPROVED:		11/18/2021			
 GENERAL MANAGER		DATE			
 SVRA CHAIRPERSON		11/18/2021			
		DATE			

Employees are encouraged to use a company owned vehicle for company business, when possible. Star Valley Ranch Association (SVRA) recognizes that employees may be required to use their own personal vehicle to complete company business. Employees who use their personal vehicle for company business will be reimbursed based on the number of miles traveled. Employees shall only be authorized to use personal vehicles for carrying out SVRA business upon meeting the following conditions:

- Possess a valid driver's license;
- Vehicle is legally registered;
- Vehicle has been deemed safe to operate and maintained as such;
- Employee currently holds a minimum of liability insurance on said vehicle
- Employee has completed a valid personal use vehicle employee agreement form and said form has been placed in employee's personnel file.

All employees driving a personal vehicle to carry out business on behalf of SVRA must follow all rules of the road. All vehicle operators are responsible for using the vehicle in a safe and responsible manner while conducting company business and are to abide by all traffic laws while operating a vehicle.

Driver and all passengers are required to wear their seatbelts at all times, with no exceptions.

In order to prevent injury to the operator of the vehicle, as well as bystanders, all cargo inside or on the vehicle must be secured and stored safely at all times. This will prevent unintentional movement, damage to the vehicle, and/or cargo.

Employees operating a motorized vehicle for business use are required to possess a valid driver's license in good standing, and the license held must be valid for the type of motor vehicle being used. Any operator who has his/her driver's license revoke or suspended shall notify SVRA immediately. In this event, the operator shall immediately cease any usage of personal vehicles for business use.

No vehicle operator shall drive a vehicle while under the influence of alcohol, including at or beyond the legal blood alcohol limit. Illegal drugs are not to be used, and operators are not to be under the influence of prescription drugs that cause drowsiness and other forms of impairment that prohibit the safe usage of motorized vehicles.

Usage of all handheld devices (including, but not limited to: cell phones, GPS, Ipads) is strictly prohibited while driving.

**i. Mileage Rates for Reimbursement**

Employees will be reimbursed the current IRS mileage rate. This rate takes into account all actual expenses including fuel, oil, maintenance, insurance, depreciation, etc.

Any costs associated with the maintenance, fuel, vehicle breakdown, or damage incurred while driving a personal vehicle are covered in the standard mileage rate and will not be reimbursed.

Employees who wish to be reimbursed for miles driven must document and submit their mileage on the mileage reimbursement form and submit it to their manager for approval.

Employees may only claim miles driven for business purposes, they cannot claim travel over their lunch break or their daily commute to/from work. Employees must honestly report their mileage usage; employees caught making false claims, exaggerating miles driven, claiming miles that were not related to regular company business or any other misreporting will be subject to disciplinary action up to and including termination.

**ii. Limit of Liability**

SVRA will not be held liable for any accidents, damages, or losses incurred by employees while using a personal vehicle for business purposes.

# CONFIDENTIAL

## Star Valley Ranch Association Personal Vehicle Use Agreement (Please include a copy of your driver's license and proof of auto insurance card)

All SVRA employees driving a SVRA owned/leased vehicle, or their personal vehicle for SVRA related business, must complete this form. Employees who do not attest to proof of current personal vehicle liability insurance will be prohibited from driving their personal vehicles for SVRA related business.

If any information provided on this form should change it is the employee's responsibility to complete and submit an updated form.

Copies of the Personal Vehicle Use Agreement will be maintained in the employee's personnel file.

### EMPLOYEE AGREEMENT:

I acknowledge that I have received and read the Star Valley Ranch Association Vehicle Use Policy. I understand the contents and agree to comply with the policy. Failure to comply is considered a violation of SVRA policy.

Employee's Name: Last	First	Middle
Date of Birth:	Department:	Job Title:
Driver's License (DL) #:	Expiration Date:	Driver's License State:
Employee Insurance Company:	Insurance Policy Number:	Insurance Policy Expiration Date:

As a condition for driving a SVRA owned/leased vehicle, I hereby attest:

\_\_\_\_\_ I have a valid and current Driver's License

As a condition for driving a personal vehicle for SVRA related business, I hereby attest:

\_\_\_\_\_ I have a valid and current Driver's License; and,

\_\_\_\_\_ There is current liability insurance on all personal vehicles I drive for SVRA related business

\_\_\_\_\_ There is current valid vehicle registration on all personal vehicles I drive for SVRA related business

I agree to provide SVRA with the name of my personal vehicle insurance company's name and my vehicle insurance policy number and to provide documentary proof of personal vehicle liability insurance.

Employees shall immediately report all traffic accidents and/or damage to their vehicle to their supervisor or the General Manager while operating a personal or SVRA owned/leased vehicle while of SVRA business. I hereby permit SVRA to acquire a copy of my driving record as needed.

I will also inform my supervisor, in writing, if I should become disqualified under the provisions of the SVRA vehicle use policy. Failure to report such changes may result in the revocation of the privilege of driving a SVRA owned/leased vehicle.

Employees Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### MANAGER/SUPERVISOR TO COMPLETE ITEMS BELOW DOTTED LINE

Does the employee's job description require them to drive on a regular (routine) basis? \_\_\_\_\_ Yes \_\_\_\_\_ No

Employee Driver's License Current? \_\_\_\_\_ Yes \_\_\_\_\_ No

Employee has current Liability Insurance? \_\_\_\_\_ Yes \_\_\_\_\_ No

Employee is authorized to \_\_\_\_\_ Operate a SVRA owned/leased vehicle \_\_\_\_\_ Operate Personal Vehicle for SVRA Business

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

General Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Vehicle Use Agreement expires one year from date signed (Full Time/Year Round employment)
- Vehicle Use Agreement must be completed upon hire (Seasonal employment)

Expiration Date: \_\_\_\_\_