

**The Providence Center
Policy & Procedure Manual**

Section: Human Resources

Policy Name: Using Personal Vehicle for Business

Policy Number: 3.17

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Board Approved Policy: 10/4/2007

Reviewed/Revised: 3/5/2008

Chief Medical Officer's Signature (when applicable): _____

President/CEO Signature: _____

Effective Date: 11/30/2005

A. Policy:

Employees may be required to use their own car as part of their job at The Providence Center. In addition, there may be circumstances in which employees are driving clients on a regular basis as part of their job at The Providence Center. Individuals working in a position in which they must use their cars must present to the Human Resources department a copy of their valid insurance coverage at the point of hire and periodically thereafter, as insurance is mandated in the state of Rhode Island. Employees must also maintain current vehicle registration and a valid state inspection on their car. The Center also requires employees to provide a copy of their driving record. Our hiring practices dictate that a good driving record is essential. (Please see Policy 3.12)

It is also the policy of The Center to reimburse employees for mileage in accordance with IRS guidelines for business use.

When an employee of The Providence Center uses his or her own vehicle for business, including the transporting of a client (i.e., to a Doctor's office), there should be NO direct personal monetary gain to the employee, nor should the use of the vehicle be considered a livery, taxi, or any other income earning purpose to the general public. For this reason, it is forbidden for an employee to ever accept any money (or any other remuneration) from a client for the use of the vehicle (i.e., gas money).

While an employee utilizes his/her vehicle for business purposes, the employee's own personal auto coverage will be the primary policy to respond to an auto claim. The Providence Center purchases a commercial auto liability policy which may also respond to an accident as a result of an employee using his/her vehicle for business.

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B. Definitions: None

C. Procedure:

If an employee is required to use his/her car for business purposes, the employee must obtain auto insurance and maintain it. In addition, these employees are required to maintain current vehicle registration and a valid state inspection. Also, these employees must maintain a good driving record. Applicable employees must present to the Human Resources Department a copy of their valid insurance coverage and their driving record at the point of hire and periodically thereafter.

If there is any change to either the status of an employee's driving record, auto insurance policy, vehicle registration, or state inspection, the employee must notify Human Resources immediately. Failure to notify Human Resources of any change could result in disciplinary action and termination of employment.

D. Statutes, Regulations, and Standards:

The Providence Center complies with all applicable federal and state laws and guidelines and CARF Standard 1.E.9.

F. Distribution, Staff Development, and Training Requirements:

Potential employees will be informed of this policy during the interview process. High use class and occasional use class employees will attend Driver's Training as part of the New Hire Orientation process. All staff will access the policy and procedure manual on the TPC intranet.

G. Monitoring Requirements:

Human Resources will review all required paperwork to determine if the individual is eligible for employment or continued employment. Individual supervisors will ensure prospective employees return required paperwork prior to their start date.

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H. Forms and References:

Auto Insurance Policy

I. Originated By:

Chief Human Resource Officer