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| **Company Vehicles** | **Last Revision:** | March 2016 |
| **Last Reviewed:** | December 2017 |
| **Applies to the following THA Group of Companies:** | * Island Health Care * Island Hospice * Independent Life at Home * RightHealth® * THA Services * Palliation Choices * Integuhealth |
| **Included in the following THA Manuals:** | Administrative Policies & Procedures  Talent Management |

### PURPOSE

This policy has been prepared as an orientation on what is expected of you in the operation and maintenance of your company vehicle. THA Group will provide you with safe, dependable transportation. In turn, you are entrusted to use good judgment and have a complete understanding of the responsibilities involved, both of which are necessary to continue to drive a company provided vehicle on company business.

Any driver of a company vehicle (or driving on company business in any manner) must meet the following requirements:

* Possess a valid driver’s license
* Maintain an acceptable driving record per company policy

### Follow the guidelines stated in this policy at all times

### POLICY

RESPONSIBILITY

Employees with a company vehicle are responsible to maintain the vehicle’s appearance, operability, and safety equipment. Managers of employees with company vehicles are required to be familiar with the company vehicle policy. The company assumes no obligation to reimburse employees for expenses or authorize expenses which are not policy compliant.

Disciplinary actions or issues which may affect an individual’s eligibility or employment status will be addressed by Talent Management and Management. Questions not covered in the policy should be addressed to Talent Management.

GENERAL INFORMATION

Company vehicles are a tool provided to employees for the purpose of performing their jobs more effectively and to promote the company’s image. Vehicles are not part of a compensation package. The removal of a company vehicle for any reason does not obligate the company to compensate the employee.

All company vehicles will be acquired, sold and managed by the authorized fleet company. The company vehicle shall not be used for any non-authorized business activity (reference *General Safety Information*).

The following company vehicle programs are provided to employees at no cost:

* Maintenance
* Fuel card
* License and registration renewal
* Driver personal use tax compliance
* Safety
* New vehicle ordering
* Liability and Collision Insurance
* Insurance card

ELIGIBILITY

Eligibility to be assigned a company vehicle requires the approval of Talent Management and Finance and is limited to qualified full-time employees who regularly require use of a vehicle or when it is in the best interests of the company to provide a vehicle. The expected number of annual miles driven will help determine who is eligible for a company vehicle.

Guidelines are as follows:

Medical personnel Category: Eligible positions may include: Physical Therapists, Occupational Therapists, Speech Therapists, MSWs, Home Health Aides, RNs, LPNs, PTAs, COTAs, and Chaplains.

Sales personnel Category: Eligible positions may include Marketers

Other positions may be added to or removed from this policy as dictated by the evolving needs of the business.

REVOKING ELIGIBILITY

THA GROUP reserves the right to revoke the privilege to drive a company vehicle under any of the following circumstances:

1. The authorized driver fails a Motor Vehicle Record (MVR) check (No more than two traffic violations per year)
2. Evidence of vehicle misuse exists, including failure to maintain the vehicle or involvement in preventable accidents;
3. The employee’s status changes: switch from full time to part time employment, LOA, sabbatical, etc. Evidence of excessive wear or abuse exists.
4. Revocation/suspension of driver's license;
5. Conviction of driving under the influence of drugs or alcohol;
6. The use of the vehicle for any illegal purpose;
7. Non-compliance with the company vehicle policy;
8. Job performance issues as determined by Talent Management and Operations Management.
9. A change in job responsibilities occurs.
10. Average miles driven drops below 12000 per year.
11. Changes in IRS guidelines for mileage reimbursement or significant changes in gas prices (+25%).
12. Senior Management decides it is in the best interest of the company.

PROMOTION

If an employee with a company vehicle is promoted to a different position, Management will determine if the use of a company vehicle is essential to the new position and benefits the company.

AUTHORIZED DRIVERS

Use of the company vehicle is restricted to the authorized employee only. Employees may not lend company vehicles to anyone not specifically authorized to drive by THA Group.

On occasion, other employees may use the company vehicles, with the permission of Management (Vice Presidents and President and CEO).

UNAUTHORIZED DRIVERS

Unauthorized drivers include temporary employees, suppliers, customers, the employee’s relatives and children, and others not explicitly listed. No unauthorized person may use the company vehicle. Valet parking is an approved exception.

If an unauthorized person uses the company vehicle assigned to an employee, the potential consequences for the assigned employee include:

* The employee will personally pay for all costs associated with an unauthorized driver.
* The employee may forfeit eligibility for a company vehicle.
* Disciplinary action, up to and including separation.

GENERAL SAFETY INFORMATION

Employees are responsible for driving their vehicles in a safe manner at all times. General safety guidelines include but are not limited to:

* A current insurance identification card and state license registration record must be in the vehicle at all times. It is the employee’s responsibility to ensure the documents are valid.
* THA GROUP requires the use of seat belts by all occupants at all times.
* Company vehicles should be driven on paved roads (whenever practical).
* Air bags are not to be altered or switched off.
* Employees are to drive defensively and obey all motor vehicle and parking regulations.
* Transport of flammables or other hazardous materials is prohibited.
* The personal use of laptop computers, cell phones (other than hands free phones) or any other distracting equipment is prohibited while driving.
* Transport of firearms is prohibited.
* Picking up hitchhikers or strangers is prohibited.

MOTOR VEHICLE RECORD CHECK

A United States Motor Vehicle Record (MVR) check of each authorized driver (employee) will be done by the fleet company. The MVR check will search for any violations in all 50 states and return one of three statuses: “clear” (no violations found), MVR not found, or “violations.”

MVR’s will be performed:

* yearly for all employees
* prior to a vehicle assignment for new hires
* if an employee transfers or is promoted into a position requiring a company vehicle
* periodically at Talent Management’s discretion.

MVR results are provided to the company and become a part of the employee’s file with Talent Management. Employees may request a copy of the MVR results.

The employee will be immediately notified if the MVR results indicate any serious violation or multiple violations within the last twelve months. Each situation will be evaluated by leadership and Talent Management.

If an employee refuses to consent to a MVR check, the company vehicle will be removed immediately and the employee may be reassigned to a position not requiring use of a company vehicle, if one is available. If reassisgnment is not available, could result in separation of employment. Talent Management and leadership will assess on a case by case basis.

Any traffic violation or accident will be reviewed on a case by case basis and may result in the loss of the company car.

ACCIDENT REPORTING

* Employees are responsible to immediately notify The Authorized Fleet Company and THA Group for all accidents no matter how minor the damage and whether or not another vehicle(s) was involved.
* Do not contact any insurance company. THA GROUP will contact the auto liability insurer automatically when you report.
* Damage that is not reported within 5 days of an accident may not be covered by company insurance. In those cases, the employee may be financially liable for all costs associated with the accident.
* The Authorized Fleet Company will arrange for all repairs and towing, if needed. Towing is available 24/7.

When an accident occurs, The Authorized Fleet Company notifies the following automatically:

* Talent Management
* THA GROUP’s insurance company
* Company fleet manager

Any damage to the company car or vandalism should be immediately reported to Talent Management.

The employee involved in the accident is the primary source for information. Employees have two responsibilities when an accident occurs:

* Fill out the provided accident report promptly, accurately, and completely.
* Obtain a repair estimate from the fleet company designated body shop promptly.

A handy wallet card contains instructions for what to do in the case of an accident as well as the fleet company phone number and address. If you need a wallet card, contact The Authorized Fleet Company.

MOTOR VEHICLE AND PARKING VIOLATIONS

Employees are liable for all fines or penalties from traffic or parking violations while using the company vehicle.

The Authorized Fleet Company receives 2nd notices of unpaid parking tickets and a 1st notice of toll or traffic violations captured on camera and will pay these violations on behalf of the driver. THA GROUP will then contact the employee for reimbursement including any late charges, penalties, and service fees. Traffic and parking violations are not reimbursable.

Employees with two or more traffic violations may lose their company car privilege.

GARAGING

The company driver is responsible for ensuring all necessary precautions are taken to prevent damage and theft of the company vehicle and/or its contents at all times.

Whenever an employee leaves a company vehicle, the following precautions should be utilized:

* All windows should be closed.
* All doors should be locked.
* Medical supplies, drugs, computers and monitoring equipment should not be left in open view inside a car, which may tempt a break-in. All valuable items should be locked inside the trunk when the vehicle is left unattended.

When traveling outside their residential area, the employee should make reasonable precautions to safeguard the vehicle and its contents. When possible, an employee should select an off-street, lighted area close to a business or hotel entrance where normal police surveillance or security protection exists.

INSURANCE PROGRAM

Each driver of an assigned company vehicle will be issued an insurance card annually which shows the name of the insurance company, the policy number, the effective date, and the vehicle I.D. number. Note: in some states, the I.D. card may just indicate “fleet.” The policy provides insurance for all authorized drivers operating a company vehicle.

The fleet company issues insurance cards for new vehicles and for any vehicle which is newly assigned from out of state.

The insurance card must remain in the vehicle at all times.

Contact the fleet company if you need an insurance card. The fleet company will reissue a card or provide the necessary information to the broker or carrier.

THA GROUP maintains coverage for owned, leased, and rental vehicles for public liability, property damage, fire, theft, and comprehensive damage.

Personal property which is lost, stolen, damaged, or destroyed while in a company vehicle is the responsibility of the property owner regardless of how the loss occurs. THA GROUP provides no insurance or reimbursement for personal property losses.

DRIVING OUTSIDE OF APPROVED AREA

You are not permitted to drive your company car outside the States of Georgia and South Carolina.

REGISTRATION RENEWAL

The fleet company’s Title and Registration department will send you a letter of instruction 30 to 60 days prior to the vehicle's registration expiration date. The renewal process depends on your state's registration requirements.

It is your responsibility to be aware of the license plate expiration date. If you have not received instructions at least 30 days prior to the registration expiration date, call the fleet company.

VEHICLE DROP-OFF

There are three driver actions to take before dropping off the company vehicle:

1. Clean the vehicle inside and out including the trunk and glove box. Leave the owners manual. Leave the registration and insurance card. Remove all documents and fuel card.
2. If there is damage, contact the fleet company and take the vehicle to the recommended body shop, if so instructed. The employee may be responsible for all repair costs above and beyond normal wear and tear.
3. After removing all personal and company items, notify THA and arrange for a mutually acceptable location to leave the vehicle, such as a nearby company location.

FUEL CARD

* The fleet company provides a fuel card for all company vehicle fuel purchases.
* All fuel purchases must be regular unleaded fuel unless the owner’s manual specifies otherwise.
* Employees should use self serve pumps when possible.
* The fuel card will prompt the employee for the driver PIN and the odometer reading prior to granting approval.
* Non-fuel purchases other than oil and needed fluids are not allowed.
* THA Group will monitor fuel usage and may request explanations if consumption is above anticipated range for city and highway driving.
* Theft of company paid fuel or misuse of company fuel card may result in immediate separation.

MAINTENANCE PROGRAM

Every driver of a company vehicle is expected to maintain his or her assigned vehicle in a safe operating condition. Maintenance schedules outlined in your vehicle’s owner manual should be adhered to and along with documentation that prescribed service work was completed. Particular attention should be paid to the maintenance requirements for keeping the warranty of your vehicle in effect.

Enterprise Fleet Services handles the maintenance on most vehicles. Keep the Enterprise card in the glove box and present when service is needed. We recommend oil changes every 5,000 to 7,000 miles (depending on the vehicle/manufacturer specifications) with tire rotation every other oil change. The transmission should be serviced around 60,000 miles. If the vehicle needs to be towed, call the number on the back of the card (800)325-8838 and they will assist you.

Also, never leave a company vehicle at a service facility without specific instructions as to what work needs to be done. It is the employee’s responsibility to call the CDS Fleet Administrator for pre-approval of all work (beyond the normal routine maintenance needs, such as oil changes and tire rotation.)

Regular maintenance will ensure the company vehicle is safe, reliable, and presents the appropriate company image. Preventative maintenance obligates the manufacturer to honor the vehicle warranty.

* All drivers will receive a maintenance schedule from The Authorized Fleet Company.
* Drivers are required to use the fleet company’s network of preferred providers.
* Maintenance is direct billed to the fleet company and then charged back to THA GROUP. Maintenance costs should not be expensed unless an emergency exists.
* If a vehicle requires body work, call the fleet company for the location of a preferred shop.

Employees who neglect to follow the maintenance schedule will be charged for the full cost of repairs to restore the vehicle to operating condition.

The fleet company notifies employees and THA Group of overdue maintenance.

## TIRE CARE AND REPLACEMENT

Tire mileage is directly proportional to driver techniques, front-end alignment, tire pressure, and wheel balance. All of these factors are under your control. You should check your tire pressure at regular intervals and visually inspect your tires. You should correct front-end alignment and wheel balance problems immediately to avoid excessive tire wear. All THA Group vehicles will be delivered with radial tires which, with reasonable care, should last for a minimum of 40,000 miles.

VEHICLE APPEARANCE

The professional appearance of company vehicles is extremely important. Company vehicles are to be kept clean, orderly, and professional. THA Group will not reimburse employees for car washes.

### Smoking is not permitted in company vehicles. If evidence of smoking is found, the employee will reimburse the company for all costs to detail, replace carpet/fabric, repair, and for any resale loss at wholesale.

The only markings allowed on a company vehicle are: company decals, telephone numbers, license or permit numbers. Bumper stickers, window stickers or decals, ornaments, pin stripes or other decals are not allowed on a company vehicle.

Non compliance with these rules will result in the loss of the company car privilege.

TOWING AND RADAR DETECTORS

* Towing of trailers, boats, vehicles or any other equipment is not permitted.
* Radar detectors are not permitted.

TRANSFERS AND TERMINATIONS

If an employee’s transfer or promotion makes the employee ineligible for a company vehicle, the employee will surrender the vehicle within an agreed upon period. In addition, if an employee with a company vehicle goes on leave of absence (medical, personal, etc.), the employee may be asked to surrender that vehicle until the employee returns to work.

Company vehicles must be turned in to the nearest local company facility or another agreed upon location along with all keys, mats and keyless entry openers, the fuel card, and any other company materials.

If damage, abuse, neglect or unauthorized alterations to the company vehicle are discovered after termination, pictures and a written cost estimate to restore the vehicle will be obtained.

The company will require the employee to pay for all damage, abuse, neglect or unauthorized alterations as permissible by state law.

VEHICLE CARE

All company-provided vehicles are designated as “non-smoking” areas. You are expected to keep your vehicle in a clean, well-maintained condition.

TIRE CARE AND REPLACEMENT

Tire mileage is directly proportional to driver techniques, alignment, tire pressure and wheel balance. All of these factors are under your control. Tire pressures must be checked regularly (and kept at a PSI level as designated in the vehicle manual or as designated on the inside door panel of the vehicle) and tires visually inspected. Alignment and wheel balance problems must be corrected immediately to avoid drastic tire wear.

MAINTENANCE AND REPAIR

Neglecting to maintain a vehicle could result in the driver being charged for any resulting repairs. Unusual wear and tear above industry average or neglecting to maintain your company-provided vehicle may result in the loss of your vehicle and further disciplinary action, up to and including separation.

It is the driver’s responsibility to have the scheduled maintenance performed at the designated intervals to ensure maximum vehicle performance for safety, operating efficiency and extended life of the vehicle:

* Change oil according to manufacturer’s suggested maintenance schedule
* Keep tires inflated to the proper PSI rating
* Have tires rotated every 10,000 miles
* Frequently inspect belts and hoses for cracks, leaks or loose fittings

Drivers should inspect all safety related equipment, including headlights, taillights, brake lights, turn signals, running lights, license plate lights, etc. Also, check tire tread for proper tread depth, windshield wipers and horn operation.

### PROCEDURE

1. Ensure you call ahead for appointment times and scheduling those repairs as wisely as possible.
2. Always ask the dealer if they have a free loaner vehicle available for that day (if the repair is going to take more than 1-2 hours).
3. Take advantage of their courtesy shuttle service if that’s available.  Many times you may plan repairs on a day you can go back to the office to do paperwork (or do paperwork at the dealership).
4. Should the vehicle not be operable or available for use, It is the employee’s responsibility to have backup plans in place. Should any work time be missed due to not having transportation that is considered accountable time and could lead to corrective action up to and including separation. As an alternative, you may be eligible to rent a vehicle from our vendor, Fleet Company, at a discounted rate at the employee’s expense on an as-needed basis due to downtime from maintenance being conducted.  The cost of a rental would not be provided by the company.

# I have read THA Group’s company vehicle policy and agree with all terms and conditions.

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Employee - Print name Employee signature

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Date Vehicle Make and Model

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Vehicle Serial Number GA Tag Number

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

THA Group Management signature

# Driver Acknowledgement

***I agree to operate the assigned company vehicle in compliance with the Company vehicle policy whether during business or personal use. I agree with the following:***

* To permit only authorized drivers to use the company vehicle as defined in the policy.
* To participate in the Driver Safety Program which includes ongoing Motor Vehicle Record (MVR) checks of my driving record.
* To obey all local, State and Federal parking and traffic laws.
* To immediately report all information and circumstances regarding any accident or incident involving a company vehicle.
* To keep accurate records. To report patient related miles only in the point of care system. To recognize 100% of mileage will be reported as personal income as required by the Internal Revenue Service (IRS) if I fail to correctly document my miles in the point of care system.
* THA allows up to 5,200 miles per year as a commuting allowance. Odometers will be checked twice a year and personal miles will be calculated as follows:
* Odometer mileage – Business miles reported in point of care system – 5,200 mileage allowance=personal miles. Personal miles will be charged to the employee at a rate of **$0.40/mile**. In the event of a termination of employment, THA will deduct excess personal miles from your last pay check.
* To use the company vehicle only for company business or for personal use as defined in the policy.
* To use the company vehicle only for legal purposes.
* To perform all recommended maintenance regularly as defined by the fleet company.
* To never operate a company vehicle while under the influence of alcohol, drugs, or a controlled substance.

***I hereby acknowledge receipt of the THA GROUP Vehicle Policy and agree to conform to the fleet policy as stated. I consent to ongoing Motor Vehicle Record (MVR) checks of my driving record as listed in the policy.***

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please Print Your Full Name)

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

*Employee acknowledgements will be kept in the employee’s Talent Management file.*

Employee: keep a copy of the policy in your files.



Figure 1