

CHALLENGE WORKFORCE SOLUTIONS
AUTOMOBILE USAGE POLICY

It is the policy of Challenge to provide vehicles for business use, to allow staff to drive on company business, and to reimburse staff for the use of personal vehicles on company business according to the guidelines below. In an effort to control travel expenses, staff are encouraged to carpool whenever possible. Reimbursement will be provided for one (1) vehicle per four (4) staff, unless pre-approved by the CFO or the Director of Human Resources.

Before approving a driver, the Human Resources Department will verify the existence of a valid driver's license, check the staff member's driving record, and make sure the staff member is eligible for coverage under the Challenge insurance policy. Staff members approved to drive on agency business are required to inform the Director of Human Resources of any changes that may affect either their legal or physical ability to drive, or their continued insurability.

The Challenge insurance policy will cover staff members and passengers while they are using a Challenge vehicle for business. Staff using their personal vehicle for business must have their own auto insurance. In the case of an accident in an employee's car, the driver's insurance policy will cover automobile damage and liability. The Challenge policy will come into effect after the driver's liability insurance coverage has been exhausted. Any injuries to staff or consumers during work time will be covered under the Challenge Worker's Compensation Insurance. For details or questions, contact the Director of Human Resources.

Staff members holding jobs that require regular driving for business must meet the driver approval standards of this policy as a condition of employment. Driver approval standards include a valid drivers' license, insurance as required to operate a vehicle in New York State and approval of the Challenge insurance company through Department of Motor Vehicle license checks. For all other jobs, driving is considered only an incidental function of the position. License checks through the Department of Motor Vehicle may be performed at any time by Challenge or the insurance company representing Challenge.

Staff members who drive a vehicle on agency business must also exercise due diligence to drive safely and must make sure that the vehicle meets legal standards for insurance and safety. Staff members are responsible for any driving infractions or fines as a result of their driving or parking in a no parking zone.

Staff members are not permitted to operate an agency vehicle, or a personal vehicle for agency business, when any physical or mental impairment causes the staff member to be unable to drive safely. This prohibition includes circumstances in which the staff member is temporarily unable to operate a vehicle safely or legally because of illness, medication, or intoxication.

Staff members must report any accident involving an agency vehicle or a personal vehicle used on agency business to their supervisor and the Director of Human Resources. Such reports must be made as soon as possible but no later than forty-eight (48) hours after the accident. Staff members are expected to cooperate fully with authorities in the event of an accident.

Time spent by non-exempt staff members (those subject to the wage and hour provisions of the Fair Labor Standards Act) to drive an agency or personal vehicle for agency business during working hours will be considered working time and will be paid accordingly.

Staff members who use their personal car for approved business purposes will receive mileage allowance based upon the current approved reimbursement rate (For current reimbursement rates please speak with someone in the Finance Department). This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance. In addition, staff members driving on agency business may claim reimbursement for parking fees and tolls incurred. Staff driving agency vehicles may charge or claim reimbursement for gasoline and other expenses directly incurred for business purposes. Receipts are required for reimbursement of expenses incurred while driving for agency purposes. Use of a Challenge vehicle must be pre-arranged through the Receptionist. Charges and claims for mileage allowance or for vehicle use, reimbursement must be properly documented, approved by the staff member's supervisor and submitted to the Finance Department for payment. **Mileage should accurately reflect where you went in chronological and geographical order. Please make your trips as efficient and cost effective as possible. Management has the right to deny mileage if it appears there is a discrepancy or misuse of this policy.**

Examples:

1. If an employee lives in Dryden and is starting their day job coaching in Dryden then the employee is not to document mileage from Dryden to Ithaca as they would be making that drive to work anyway.
2. If an employee lives in Freeville and is ending their day job coaching in Freeville then the employee is not to document their mileage from Challenge to Freeville as they would be making that drive home anyway.
3. If an employee is job coaching in Dryden and then has to job coach in Trumansburg and is ending their day in Trumansburg then the employee will only document mileage from Dryden to Ithaca; not from Dryden to Trumansburg.