

ADMINISTRATIVE REGULATION

EMPLOYEE USE OF VEHICLES ON BOARD BUSINESS

I. PURPOSE

The purpose of this Administrative Regulation is to establish guidelines for the use of vehicles for Board activities. It will address general vehicle use, of both Board owned vehicles and employee owned vehicles.

II. POLICY

It is the policy of the Northern Virginia Cigarette Tax Board that Board owned vehicles be used only for official Board business and purposes that can reasonably and directly be related to an employee's function with the Board. All current and prospective employees who drive or will drive a Board vehicle as part of their normal duties or who may have need of a Board vehicle in the course of their employment must have a valid driver's license. In addition, all current and prospective employees to whom this policy applies will be required to sign a release authorizing the Board to obtain Division of Motor Vehicle records as required prior to a determination of the employee's eligibility to operate a licensed vehicle on Board business. It shall be the responsibility of the employee to immediately notify the Administrator if their State operator's license is suspended, revoked or restricted or if they reached six (6) demerits. Suspension or revocation of their state operator's license will result in an automatic revocation of the employee's eligibility to operate a licensed vehicle on Board business. When available, Board owned vehicles will be used to conduct Board business. However, there are occasions when personal vehicles will be used for work performed outside the office. The standard IRS reimbursement rate will be used for miles driven on these occasions. Auto insurance must be maintained by the employee for job related use and will be kept up to date at all times.

All drivers shall know and obey all State and local vehicle laws applicable to the operation of their vehicle. The driver shall drive at safe speeds no greater than those permitted by the law. Employees are required to wear safety belts at all times while operating or riding in a Board vehicle or any other vehicle when engaging in Board business.

All Board employees must provide a copy of their driving record from the DMV upon initial hiring and then once a year in July of each year thereafter. Failure to comply with this requirement will result in disciplinary action up to and including immediate termination.

Normally Board owned vehicles will be parked at the offices of the Board, however, under certain circumstances Board owned vehicles may be taken home:

- when the employee is required to return to work that same evening for a meeting, inventory or audit,
- when it is necessary for an employee to travel directly from home to a meeting, inventory or audit the next day,
- in circumstances where it is in the best interest of the Board that an employee have access to a vehicle from home.

Board employees must keep mileage and gas records each time Board vehicles are used or operated. In addition, Board employees are responsible for basic maintenance of the vehicles including keeping it clean, checking the fluids (oil, coolant, transmission, brakes, etc.), tire pressure and keeping preventive maintenance appointments.

All traffic laws and regulations must be followed at all times by Board employees when operating vehicles, either Board owned or private. Cigarette smoking and use of alcohol or drugs is strictly prohibited by employees while operating vehicles on Board related business and vehicles must be operated in a safe and courteous manner at all times. Should a Board employee be involved in a traffic accident while engaged in Board activities, whether using a Board owned vehicle or a personal vehicle, the Administrator should be notified as soon as possible. Any employee involved in an accident must be tested for alcohol and controlled substances within two (2) hours after the accident.

Violation of this policy will result in disciplinary action up to and including immediate termination.

I have read and understand the Vehicle Use Policy as enumerated above and agree to adhere to said policy. In addition, I hereby authorize the Board to obtain DMV records pertaining to my driving record as required.

Signature

Date

Printed Name