

To be added under Section 5, Employee Conduct, I. Personal Vehicle Use Policy & Guidelines below GPS Regulations.

Personal Vehicle Use Policy & Guidelines

Before being permitted to drive your personal vehicle on behalf of the Housing Authority of Fort Mill, you are required to read and sign the agreement following this information. Whenever you are driving on behalf of the Housing Authority of Fort Mill (or its entities), either in your own vehicle or any vehicle the organization owns, the following rules apply:

- Make sure that the windshield is clear of obstruction and that the floorboard is clear of obstruction to the driver
- The driver and all passengers must wear seat belts
- Obey all traffic laws; maintain proper distance between cars, etc. Always drive in a safe defensive driver manner. Follow the posted speed limits.
- Report any deficiency noticed on an organization furnished vehicle to the Executive Director or Maintenance Director in writing, so corrective action may be taken. Whenever you notice an unusual noise, vibration, excessive leak, etc., stop the vehicle and call for road service / towing as authorized by the director.
- Do not pick up hitchhikers or allow unauthorized persons to be a passenger in or to drive either the organization's vehicle or your own vehicle while being used on organization business.
- Maintain automobile liability coverage equal to or greater than the limits recommended by your insurance agent. You may be asked to provide current coverage information.

Personal Vehicle Use Agreement

This agreement is made this _____ day of _____ 20_____, by and between the Housing Authority of Fort Mill (and its entities) referred to as the organization and _____, referred to as the employee / volunteer.

The agreement is as follows:

1. The Organization hereby authorizes the Employee / Volunteer to use his or her personally owned vehicle on behalf of the Organization.
2. The Employee / Volunteer understands that the Organization places a great emphasis on safe operation of all vehicles, including any that are owned and operated by its employees and possible volunteers. Given this, the Employee / Volunteer understand and agree that he or she:

- Will not allow any other person to be a passenger in the Employee / Volunteer owned vehicle while it is being used on behalf of the Organization, unless such person is another Employee / Volunteer, or an authorized person – decided by the Executive Director;
- Will allow no other person to operate the Employee / Volunteer’s vehicle while it is being used on behalf of the Organization, unless that person is another Employee / Volunteer and is at least 18 years of age and possesses a valid driver’s license;
- Will not operate the vehicle, nor allow it to be operated by someone else, while the Employee / Volunteer or that other person is under the influence of alcohol or drugs;
- Will not use or permit the use of the vehicle in a negligent or improper manner or in violation of any law or of this agreement;
- Will provide copies of any violations received while on company business to the Organization.

3. The Employee / Volunteer understand that the Organization does not furnish any insurance for the protection of the Employee / Volunteer if any claim or suit is made against the Employee / Volunteer arising out of his or her operation of a personally owned vehicle unless others stated in this agreement; nor is any insurance provided by the Organization to repair damage that may occur to the Employee / Volunteer’s personally owned vehicle.

4. The Employee / Volunteer, at all times, will maintain vehicle insurance coverage as required by the Organization.

5. The Employee / Volunteer agrees to indemnify the Organization against all claims, losses, damages and expenses, including legal fees, which the Organization may incur as the result of the use of the Employee / Volunteer’s vehicle on behalf of the Organization.

6. The Employee / Volunteer is responsible for any traffic violations that are received while using their personal vehicle or a vehicle owned by the Organization.

By Employee / Volunteer _____ Date _____

By Employer _____ Date _____

Employee / Volunteer’s License # _____ Date of Birth _____