

Policies & Procedures

VEHICLE CONTROL POLICY

Section: Administrative

Pages: 1

Subject: Vehicle Control Policy

Effective Date: 08/2023

Revision Date:

PURPOSE

To prevent theft, damage, or loss of federal assets employees using vehicles through the 5310 grant agree to the following safeguards.

Procedure

1. Vehicle keys are kept in a locked box when not in use.
2. Only DBH staff are allowed access to vehicle keys.
3. Vehicles are locked whenever they aren't in use.
4. Damage is reported immediately to Fleet Manager
5. Prior to use, a daily inspection is performed and then again at the end of the day. Inspection forms are in the vehicle binder.
6. Vehicles are parked in secure areas whenever possible.
7. Seatbelts are required to be always worn.
8. Drivers will not drive while intoxicated, fatigued, or on medications that affect their driving ability.
9. Unauthorized drivers are not allowed to use a company vehicle.
10. Monthly inspection when mileage logs are switched that check for fluid levels and refilled if necessary.