

---

**Subject: Vehicle Use and Driver Qualifications**

**Source: Head Start Performance Standard 45 CFR 1310.16**

---

**Policy**

The following policy and procedures have been established in an effort to provide consistency in the management of our Early Head Start Vehicles used by Early Head Start Staff. These guidelines for Policy and Procedures must be followed to avoid damage, injury, or abuse to the vehicles and/or its' users. The purpose of Vehicle Use Policy and Procedures is to establish a fair process for the allocation of the North Texas Parent and Child Development, Inc., Early Head Start owned vehicles to staff. In addition, to monitor the use of vehicles used by staff for EHS related business and/or activities.

**Procedures**

1. Use of EHS owned vehicles for personal purposes is prohibited. Any miss usage of company vehicles is subjected to disciplinary actions up to termination.
2. Drivers must have the appropriate state required valid class of license for the vehicle operated. In addition must disclose any moving vehicle violations within past two years.
3. Requests for vehicles will be honored on a first-come, first-served basis. The Administrator or EHS Director may use their discretion to ensure that no group or individual monopolizes the use of the vehicles. When scheduling conflicts arise, the Administrator or EHS Director may authorize a final decision to resolve the conflict in schedules.
4. When possible, vehicle requests should be scheduled one week prior to the actual date of intended use.
5. Drivers must drive responsibly at all times and follow all traffic regulations, including the speed limit.
6. It is required that approved drivers sign out the key and log mileage and destination on Usage/Maintenance Record at departure, located in each vehicle. For keys see EHS Secretary at the front desk of the Administrative Building on the day of departure. Return all key(s) to the front desk and log vehicle in.
7. The approved driver should complete the applicable sections of the Vehicle Usage/Maintenance Form before operating the vehicle. If there are any problems, the Transportation Manager or EHS Director should be advised before the vehicle is used.

8. The fuel tanks of the EHS vehicles should to be no less than ½ (half) full at all times. It is the driver's responsibility to return the vehicle with a ½ (half) fuel tank. In case of emergency, when the driver cannot refuel, another registered driver can fill the tanks up after the trip.
9. Those using the EHS vehicles are to get prior approval for EHS gas cards; all EHS vehicles tank should be filled using EHS gas card. Staff reimbursements for using personal monies or personal (debit/credit) card are subject to EHS Director Discretion for payment.
10. Upon returning the vehicle, please remove trash and belongings from interior.
11. Report any maintenance needs and/or accidents/damage immediately to the Fiscal clerk or the EHS Director. (For all traffic accidents – please contact the police and obtain a police report – these must be turned in to the Administrator).
12. The keys to all owned EHS vehicles are kept in a key bag and may not be removed and/or used without prior approval and signed understanding of the “Policy and Procedures” for “Vehicle Usage.” Staff may not keep copies of the vehicle keys in their possession. All keys must be returned to the front desk immediately upon returning.
13. All passengers must be seated and in their seat belts at all times while vehicle is moving. There may not be more passengers in any vehicle than the number of seatbelts in the vehicle. For example, if there are 5 seatbelts, there should only be 5 passengers.
14. Smoking, eating and drinking is prohibited at all times in any of the EHS Vehicles.
15. Drivers may not answer, or talk on their cell phones while operating the EHS Vehicles.
16. The EHS Director reserves the right to remove any driver from the approved driver list.
17. Staff will need to fill out a request for vehicle when using the vehicles for out of town trainings.

Please treat the North Texas Parent and Child Development, Inc., Early Head Start **VEHICLES** with respect while using them, and return them in a clean condition. Please be considerate to other staff using the vehicles. Everyone’s cooperation is needed to keep this valuable resource in good condition for many years to come.

***I acknowledge that I have read the vehicle use police and procedures and agree to follow them.***

\_\_\_\_\_  
Approved By EHS Director:

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

\_\_\_\_\_  
Authorized User

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