

Vehicle Policy

Safety is important at Clarice Sattiewhite's Home, Inc. All employees are required to adhere to California traffic laws. The following will not be tolerated while operating any vehicle for work purposes:

Driving without a valid license, insurance, or registration

Speeding

Texting on any mobile device

Talking on any mobile device

Road rage

Unsafe driving behaviors

Reckless driving

Driving without using a seatbelt

All company vehicles are to be kept clean and in good repair. Trash needs to be removed from company vehicles each time the vehicle is used. Ensure the company vehicle is clean for the next time it will be used. If you notice any damage or maintenance issues, please report it to management immediately.

Company vehicles are for consumers living in the facility only. Company vehicles are not to be used for an employee's personal use. Vehicles are to be used for consumer medical and dental appointments and **approved/scheduled** outings. Failure to adhere to the company vehicle usage policy will result in termination of employment.

All reimbursed expenses must have **prior approval** from administrators and/or owners. Reimbursement checks will be issued 30 days after the employee submits their expense report. Proof of mileage will be calculated using google maps.

<https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2019>