



Policy: Management of Motor Vehicles

ChildNet Number: CN 002.009

Original Approved Date: June 2, 2003

Policy Revised Date(s): November 30, 2009, December 29, 2008; April 2, 2008;
July 10, 2007; October 4, 2004, May 20, 2010, September 8, 2010

Policy Sunset Date:

COA Standard(s): ASE 4.00, 6.03

Statement of Policy:

It is ChildNet's policy to ensure the effective operation and safety of the vehicles it maintains, as well as the identified personnel who operate these vehicles for execution of their job duties and the passengers they transport, consistent with the requirements of law and applicable insurance.

Board Chair's Signature: _____

Date: _____

10/29/10



Procedure: Management of Motor Vehicles

ChildNet Number: CN 002.009

Original Approved Date: June 2, 2003

Policy Revised Date(s): October 4, 2004, July 10, 2007, April 2, 2008, December 29, 2008, November 30, 2009, May 20, 2010, September 8, 2010, October 28, 2010, June 10, 2014

Procedure Sunset Date:

COA Standard(s): ASE 4.00, 6.03

Definitions (If any):

Statement of Procedure:

ChildNet is to maintain its fleet of vehicles with appropriate registration, maintenance and insurance such that they are safe, clean and road worthy.

All identified personnel who operate ChildNet's vehicles for execution of their job duties will be screened and trained in accordance with CN 009.010 Driver's License Records Check and Insurance Requirements Policy and CN 016.001 Professional Development respectively. In addition, they will receive and review ChildNet's Safety Manual.

Children transported in ChildNet vehicles are to be transported with age appropriate passenger restraint systems in accordance with Florida Child Restraint Law. Children who might be harmed in the event that air bags deploy are not to sit in the front seat of cars at any time. Adequate passenger supervision is to be provided as mandated by statute or regulation. All ChildNet owned or leased vehicles used to transport children are to be equipped with a first aid kit.

A. Vehicle & Driver Safety

To ensure the safety of the staff and the clients we serve:

1. Regular Preventive Maintenance is coordinated by the Fleet/Transportation Coordinator in conjunction with the identified personnel assigned to each vehicle to ensure that all vehicles receive an oil change as consistent with the manufacture suggested recommendations. They are to be done by a vendor designated by ChildNet's Purchasing Manager and approved by the Chief Financial Officer. During the regularly scheduled visits preventative maintenance that conforms to the manufacturer's recommendations for the make/model/year and mileage of the vehicle are also to be performed if recommended by the approved vendor.



2. The assigned Fleet/Transportation Coordinator must be informed of the need for any repair needed between regular maintenance visits. The Fleet/Transportation Coordinator is to then arrange for the vehicle to be taken to an approved vendor. All repairs must be approved by the Director of Support Services or designee. If the cost of any repair is estimated to exceed \$500, final written approval for the repair must be obtained from the Chief Financial Officer.
3. Vehicle files are to be maintained on all ChildNet owned/leased vehicles to include but not limited to maintenance records, lease/bill of sale information, proof of registration, proof of insurance, as well as inspection reports.
4. Fleet/Transportation Coordinator is responsible for inspecting vehicles monthly and completing the Vehicle Inspection Report to ensure that they are safe, clean, road worthy and include required documentation.
5. The maximum number of individuals transported in a vehicle shall not exceed the manufacturer's designated seating capacity or the number of factory installed seat belts.
6. Each child, when transported, must be in an individual factory installed seat belt or federally approved, properly installed, child safety restraint, unless the vehicle is excluded from this requirement by Florida Statute.
7. An adult must remain within sight and hearing of children being transported in a vehicle so as to be able to respond to the needs of the children at all times.

B. Use of ChildNet Owned Vehicles

ChildNet owned/leased vehicles are only to be driven by employees authorized and listed on ChildNet's automobile insurance policy. This list of eligible employees is maintained by Finance.

President's Signature: _____

Date: _____

010-25-14