

DRIVER SAFETY

BUSINESS USE OF PERSONAL VEHICLES

At times employees may be required to use their personal car for business purposes. Employees doing so will receive a mileage ~~allowance~~ reimbursement at a rate to be determined by the RAILS Board of Directors ~~but not to exceed the allowance rate in effect under regulations promulgated pursuant to 5 U.S.C. 5707 (b)(2)~~. This ~~allowance~~ reimbursement is to compensate for the cost of gasoline, oil, depreciation, insurance, and wear and tear. In addition, employees driving on RAILS' business may claim reimbursement for parking fees and tolls actually incurred. Employees ~~are will~~ also ~~be~~ reimbursed for mileage to attend meetings, seminars, etc. when attendance is for RAILS' business purposes. Employees who drive a vehicle on RAILS' business must possess a valid driver's license and insurance coverage in accordance with Illinois law. Any change in status (such as suspended, revoked, limitations, etc.) must be reported immediately to the direct supervisor and the Human Resources department.

Commented [SD1]: Should the language state mileage allowance or mileage reimbursement?

Commented [SS2R1]: Agreed Sam. An allowance seems to indicate that we're working on a per diem basis for mileage when we really follow the U.S. General Services Administration guidelines as a maximum rate with the final rate to be determined by the RAILS Board of Directors.