

DRIVER SAFETY

BUSINESS USE OF PERSONAL VEHICLES

At times employees may be required to use their personal vehicle 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) (US Code - Government Organization and Employees). 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 suspension, revocation, limitations, etc.) must be reported immediately to an employee's the direct supervisor and the Human Resources department.

Commented [JF1]: (AG) Is this requirement stipulated in the hiring process? If so, the at-will employment relationship should cover RAILS, since the employee has accepted the job with the awareness that the use of a personal vehicle may be required from time to time.

Commented [SP2]: [6/14/24 PC meeting] change to "vehicle"

Commented [SD3]: Should the language state mileage allowance or mileage reimbursement?

Commented [SS4R3]: 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.

Commented [AW5]: I added this for clarification on where 5 U.S.C 5707 comes from.

Commented [SP6]: [6/14/24 PC meeting] should "electric charging" be added here?

Commented [JF7R6]: (AG) the federal government has not yet published official guidelines for reimbursement related to EVs. Without a standard rate (as issued by the IRS for traditional cars), calculating charging costs is complicated where it depends on the efficiency of the vehicle, the local cost of electricity, and the distance traveled. RAILS may need to revisit this policy again as the use of EVs continues to grow—we wouldn't be surprised if rules are developed fairly soon.

Commented [SP8]: [6/14/24 PC meeting] combine this sentence and the first sentence. (GG)

Commented [SP9]: [6/14/24 PC meeting] Articulate to staff that a fleet vehicle should be the first option.

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