

USE OF RAILS VEHICLES

RAILS vehicles should be used for RAILS business only. Unauthorized use of a RAILS vehicle will be subject to discipline up to and including termination. Notwithstanding this limitation, in the event an emergency arises while a RAILS vehicle is in use, an employee may use the vehicle only to the extent required to respond to the emergency. When an emergency occurs that requires use of a RAILS vehicle, the employee must contact their supervisor to inform them of their use of the vehicle, and the vehicle must be returned as soon as possible. In no event are non-employee drivers or passengers permitted inside a RAILS-owned vehicle except with the written permission of the Executive Director, Associate Executive Director, or their designee. (Please see [comment to the right](#))

The use of RAILS vehicles for business purposes must follow the procedures established for scheduling and using RAILS vehicles. Use of RAILS vehicles should be the primary option for ~~for~~ RAILS-related business travel is not required but encouraged.

Driver Qualifications

Employees may operate a RAILS-owned vehicle only if they:

- Are acting at the direction and with the explicit permission of RAILS,
- Are aged 21 or older,
- Hold a valid license for the class of vehicle in question, and
- Are otherwise qualified under federal and state regulations to drive the vehicle in question.

Disqualifying Driving Records

Employees whose essential job functions include driving RAILS-owned vehicles are subject to a Department of Motor Vehicles background check prior to beginning employment and annually, thereafter. RAILS reserves the right to run a motor vehicle report (MVR) on employees whose essential job functions don't include driving a RAILS vehicle but have use of a RAILS vehicle while performing work on behalf of RAILS. Employees cannot operate RAILS-owned vehicles if their MVR report score is 12 or above. A score of 9.0 to 11.9 is considered to be marginal and will be a factor considered in a hiring decision, particularly for those whose position entails considerable driving of RAILS vehicles. RAILS expects the employee to notify their immediate supervisor (self-report) if and when they become aware that they have a disqualifying driving record that would impact their ability and to ~~not~~ operate a RAILS vehicle.

Commented [SP1]: [6/14/24 PC meeting] Add language that personal use of the vehicle is prohibited. Personal use is taxable under the IRS code as a taxable wage TS. Ask legal

Commented [SD2]: In the event an employee violates this section of the policy, they should be subject to disciplinary action. The disciplinary section does not cover this specifically.

Commented [JF3]: Are we comfortable with this statement? What about board members, colleague from IHLS, etc?

Commented [AW4R3]: Maybe add, "except with written permission from a supervisor?" A simple email asking about a non-employee being in the vehicle and getting permission for that...

Commented [MH5]: As mentioned above utilizing a RAILS vehicle should be their first option.

Commented [SP6]: [6/14/2024 PC meeting] rework last sentence to be less vague. Per GG

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