

DRIVER SAFETY

BUSINESS USE OF PERSONAL VEHICLES

~~At times e~~Employees may occasionally be required to use their personal vehicle for RAILS business purposes. Employees doing so will receive a mileage 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 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 will also be reimbursed for mileage to attend meetings, seminars, etc. when attendance is for RAILS' business purposes.

Employees who drive a vehicle on authorized 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 direct supervisor and the Human Resources department.

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