

**MARKLUND
HUMAN RESOURCES POLICY AND PROCEDURE**

POLICY NO: 6-8	PAGE: 1 OF 4
SUBJECT: NEC Bridge Builder Personal Vehicle Policy – Transporting Clients	
DEPARTMENTS AFFECTED: NEC	APPROVED BY: Leadership
ISSUE/REVISION DATE: 07/12/2023	EFFECTIVE DATE: 07/12/2023

PURPOSE

This policy covers the requirements for the authorized use of an employee-owned personal vehicle (a Marklund “non-owned auto”) to transport community clients in the Bridge Builder Program when a Marklund owned vehicle(s) is/are not available for use. Marklund reserves the right, at its discretion, to prohibit or restrict any employee from driving a Marklund owned vehicle or an employee-owned personal vehicle (a Marklund “non-owned auto”) for Marklund business. Any Marklund employee’s failure to follow this policy, or violation of this policy may result in disciplinary action up to and including termination of employment.

POLICY

This policy is only applicable to certain authorized Nathan Education Center (NEC) Bridge Builder staff members and employees.

Within the scope of their employment, authorized NEC staff members will be responsible for taking clients out into the community, which requires the use of a vehicle. A Marklund owned vehicle is always the preferred choice when planning an outing into the community. However, in the event that a Marklund owned vehicle is not available for use, an NEC authorized staff member or employee may use their employee-owned personal vehicle (a Marklund “non-owned auto”) for the Marklund business purposes discussed in this policy.

PERSONAL VEHICLE USE REQUIREMENTS

In order for an appropriate NEC staff member to be permitted or authorized to use an employee-owned personal vehicle (a Marklund “non-owned auto”) for any authorized Marklund business discussed in this policy, they must first provide proof of, and compliance with the following:

1. Proof of a current and valid State issued driver’s license;
2. Proof of current auto liability insurance coverage with a combined single limit (CSL) of \$300,000 to \$500,000 coverage.
3. An employee-owned personal vehicle (Marklund “non-owned auto”) must be in the following condition to be authorized for use for any Marklund business discussed in this policy:
 - a. An employee-owned personal vehicle (Marklund “non-owned auto”) must be in proper working condition;

- b. An employee-owned personal vehicle (Marklund “non-owned auto”) must be free of any obvious or noticeable damage or defects;
 - c. An employee-owned personal vehicle (Marklund “non-owned auto”) must be kept in a clean condition, inside and out. The floor of the vehicle must be clean and free of obstructions; and
 - d. An employee-owned personal vehicle’s (Marklund “non-owned auto”) windows must be kept clean and free of obstructions and damage.
4. The location the NEC staff member or employee and client are traveling to must be authorized and approved by the NEC Bridge Builder Program Director in advance.
5. Planned outings must be authorized and approved by the NEC Bridge Builder Program Director in advance.

PERSONAL VEHICLE USE DRUG AND ALCOHOL POLICY

Employees are expressly prohibited from using or being under the influence of drugs or alcohol while operating an employee-owned personal vehicle (a Marklund “non-owned auto”) for or during any authorized Marklund business discussed in this policy. Employees must adhere to the Employment Alcohol, Drug and Cannabis in the Workplace Policy, which states, “staff may not use tobacco or vaping products while on the clock and/or on Marklund property. Marklund is a drug-free facility so as such, driving personal vehicles while on Marklund time are not excluded.” Any Marklund employee’s failure to follow this policy, or violation of this policy may result in disciplinary action up to and including termination of employment.

PERSONAL VEHICLE USE MOBILE AND ELECTRONIC DEVICE POLICY

Pursuant to Marklund policy and State of Illinois law, employees are expressly prohibited from using any mobile or electronic devices while operating an employee-owned personal vehicle (a Marklund “non-owned auto”) for or during any authorized Marklund business discussed in this policy, including, but not limited to any Bluetooth and/or “hands free” electronic devices that may be used to listen to music and/or communicate with others, tablets, electronic wrist watches, or any form of electronic media device, and/or any headphones, ear buds, or any similar ear listening devices. Any Marklund employee’s failure to follow this policy, or violation of this policy may result in disciplinary action up to and including termination of employment.

PERSONAL VEHICLE USE EXPENSE REIMBURSEMENT POLICY

Authorized Expenses

Marklund will reimburse for all mileage reasonably incurred by the authorized NEC staff member or employee for the proper and authorized use of an employee-owned personal vehicle (a Marklund “non-owned auto”) for the proper and authorized Marklund business discussed in this policy. Such reimbursement will be at the then current rate/value set by the Internal Revenue Service.

Excluded Expenses

Marklund will not have any obligation to reimburse any expense, including any vehicle damage or repair claim or other expenses related to any acts or conduct, intentional, negligent or other, committed or incurred by any Marklund staff member or employee.

Procedure

NEC staff members and employees who are authorized to use an employee-owned personal vehicle (a Marklund “non-owned auto”) for any proper and authorized Marklund business discussed in this policy must track their mileage and promptly complete a mileage reimbursement request form to be approved by their supervisor and submitted to the Payroll Department. Failure to submit to this form showing the mileage incurred within thirty (30) days of incurring the expense may result in denial of reimbursement.

PERSONAL VEHICLE USE INSURANCE COVERAGE AND DAMAGE LIABILITY

Limited Coverage

Marklund carries liability insurance that operates as “excess coverage” to cover any motor vehicle or other damaged related to any motor vehicle accidents for proper and authorized use of an employee-owned personal vehicle (a Marklund “non-owned auto”) for any proper and authorized Marklund business discussed in this policy.

Notwithstanding anything otherwise stated in this policy, in the event any motor vehicle accident occurs during any authorized NEC staff member or employee’s proper and authorized use of an employee-owned personal vehicle (a Marklund “non-owned auto”) for or during any proper and authorized Marklund business discussed in this policy, and when said NEC staff member or employee is not at fault (in whole or in any part), then the authorized NEC staff member or employee’s personal insurance coverage will operate as “primary insurance coverage” which will be responsible for covering any motor vehicle or other damaged, including any personal injury up to the policy’s coverage limits, at which point, Marklund’s liability insurance will then cover all motor vehicle or other damage, including personal injury above the authorized NEC staff member or employee’s primary insurance policy coverage limits.

If any authorized NEC staff member or employee’s owned personal vehicle (a Marklund “non-owned auto”) sustains any damage from a client during any authorized personal vehicle use for any Marklund business discussed in this policy, Marklund will be responsible for covering any resulting client related or client caused damages. Examples of client related or client caused damages include, but are not limited to:

1. Damage resulting from a client slamming a car door(s), including any resulting broken windows or door shifting;
2. Upholstery damage (incontinence or ripping/puncture); and
3. Exterior vehicle damages from kicking/throwing items causing scratches, dents, etc.

Excluded Coverage

Marklund is not, and will not be responsible for, or cover, or reimburse any costs, fees, expenses or claims for or relating to any damages or injuries of any kind, resulting from, arising from or related to any acts or conduct, intentional, negligent or other, which are the fault of any NEC staff member or employee, including any acts or conduct, intentional, negligent or other, of any NEC staff member or employee in violation of this policy or any state or federal law during any authorized NEC staff member or employee's authorized use of an employee owned personal vehicle (a Marklund "non-owned auto") for any authorized Marklund business discussed in this policy. NEC staff members and employees' assume, will be, and are solely responsible for any damages or injuries of any kind, resulting from, arising from or related to any acts or conduct, intentional, negligent or other, which are the fault of any NEC staff member or employee, including any acts or conduct, intentional, negligent or other, of any NEC staff member or employee in violation of this policy or any state or federal law during any authorized NEC staff member or employee's authorized use of an employee owned personal vehicle (a Marklund "non-owned auto") for any authorized Marklund business discussed in this policy.