

TITLE

Vehicle Policy

ORG. AGENCY

Blueprint
 Intergovernmental
 Agency

APPROVED

110.01 STATEMENT OF POLICY:

It is the intent of this policy to establish guidelines and procedures for the management and operation of the Blueprint Intergovernmental Agency (Blueprint) owned vehicles and privately owned vehicles that are used in the performance of Blueprint business.

110.02 AUTHORITY:

Approved by the Director of PLACE.

110.03 OBJECTIVE:

This policy shall provide for the establishment of guidelines for the use of vehicles in the performance of Blueprint or OEV business.

110.04 SCOPE AND APPLICABILITY:

This policy applies to all Blueprint owned vehicles used by employees, interns, and authorized consultants and sub consultants and for privately owned vehicles, which are used in the performance of Blueprint or OEV business.

110.05 DEFINITIONS:

Blueprint vehicle: Any vehicle owned, rented, or leased by Blueprint.

Privately owned vehicle: Any vehicle owned by a Blueprint or OEV employee that is used in the performance of Blueprint or OEV business and approved for reimbursement.

Reimbursement rate: The rate, which is established and published by the City of Tallahassee's Department of Management and Administration to reimburse employees for the use of privately owned vehicles in the performance of Blueprint or OEV business.

Vehicle log: A log that is maintained in each vehicle naming the driver, ending mileage, fuel and oil purchases, and any noted mechanical problems.

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110.06 ROLES AND RESPONSIBILITIES:

Director of PLACE is responsible for approving the vehicle policy and any amendments to the policy.

Director of PLACE or his/her Designee is responsible for approving the use of private vehicles, drivers of Blueprint vehicles, and overnight use of Blueprint vehicles.

Office Manager is responsible for scheduling routine and preventative maintenance on the vehicles.

Vehicle Drivers are responsible for filling out the vehicle log.

110.07 BLUEPRINT VEHICLE USE:

1. Blueprint vehicles will be used strictly for official Blueprint or OEV business with the exception of incidental use such as a meal while on Blueprint or OEV business.
2. Driver of the vehicle must possess a current and valid motor vehicle operator's license issued by the State of Florida appropriate for the size and type of vehicle operated.
3. Vehicles are pooled vehicles and are used on a first come basis or priority use to be determined by the Director of PLACE or his/her Designee.
4. Vehicles are to be returned to the Office at night unless otherwise approved by the Director of PLACE or his/her Designee.
5. A vehicle log will be maintained on each vehicle.

110.08 PRIVATE VEHICLE USE:

1. Private vehicles can be used for Blueprint or OEV business if approved by the Director of PLACE or his/her Designee. Reimbursement will be made at the currently approved City of Tallahassee rate.
2. Employees must possess a current and valid motor vehicle operator's license issued by the State of Florida appropriate for the size and type of vehicle operated.
3. Vehicle must be insured for general liability, property damage and personal injury coverage.
4. Vehicle must be currently licensed by the State of Florida.

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110.09 VEHICLE MAINTENANCE:

Standard preventative and routine maintenance will be performed on Blueprint vehicles. Any mechanical problem with a vehicle shall be noted by the driver in the vehicle log and reported to the Office Manager.

110.10 INSURANCE:

1. Any bodily injury or property damage incurred to a non-Blueprint vehicle which a Blueprint or OEV employee is operating on Blueprint or OEV business, or any bodily injury or property damage that the person may be liable from under the same circumstances, is the responsibility of the owner of the particular Vehicle in accordance with Florida Law.
2. Any accidents must be reported immediately to the Director of PLACE or his/her Designee and the Office Manager.

110.11 EFFECTIVE DATE:

This policy will become effective upon approval of the Director of PLACE. .

Revised: February 21, 2017