

Series: Property Management COA: ASE 6.03  
CFOP: --  
Procedure Name: Vehicle Usage  
Procedure Number: PM-714  
Revision #/Date: N/A  
Effective Date: 10/1/08

Applicable to: All CBCB Authorized Drivers

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**SUBJECT:** Usage of CBCB vehicles

**PURPOSE:** To set minimum guidelines for *eligible* employees who regularly operate an agency vehicle while conducting agency business.

**PROCEDURE:**

**Eligible Employee**

A CBCB employee who has been authorized by the agency to use a CBCB owned vehicle to conduct agency business and has been listed as an authorized driver on CBCB's auto insurance policy. A list of these employees is attached to this procedure; this list is updated at least once annually.

Please note that this list of employees applies to drivers of CBCB owned vehicles only. All CBCB employees, with prior approval, are eligible to rent vehicles to perform CBCB functions. Further, non-CBCB employees (Case Management Staff, Volunteers, etc.) may not drive CBCB or rented vehicles on behalf of CBCB.

**Vehicle Usage**

- A. CBCB may, at its discretion, make available to its employees agency vehicles for the sole purpose of conducting agency business.
- B. These vehicles can only be utilized by eligible employees as deemed by CBCB.
- C. Vehicles must be signed out in the Vehicle Log Book which are located with:
  - The CBCB Receptionist located at the Administrative Offices, 760 North Drive, Suite E, Melbourne, FL 32934
  - The Administrative Assistant at the North Care Center (NCC), 3880 S. Washington Avenue, Titusville, FL 32780.
- D. Once the vehicle has been signed out, the North Drive Receptionist/NCC Administrative Assistant will provide you with the correct Vehicle Binder which will contain the following:
  - 1. Car Keys
  - 2. Insurance Card

3. Registration
4. CBCB Tax Exemption Certificate
5. Vehicle Usage Record

E. Complete all sections of the Vehicle Usage Record located inside each Vehicle Binder:

- At departure:
1. Date
  2. Destination
  3. Purpose
  4. Time Out
  5. Mileage Out
  6. Driver (Print Name)

- Upon return
1. Time in
  2. End Mileage
  3. Gas and Oil (if appropriate)

F. When returning the agency vehicle to its place of origin, ensure that:

1. The vehicle is parked at least two feet from any hedges so as not to interfere with lawn maintenance work.
2. All trash has been removed from the vehicle.
3. The vehicle is locked and the lights are off.
4. Return the 'Vehicle Binder' to the CBCB Receptionist/NCC Administrative Assistant upon your return.

G. Report any vehicle trouble, damages, or issues to the CFO Administrative Assistant no later than the next working day.

H. Any issues or problems relating to this vehicle policy should be reported to the Chief Financial Officer.

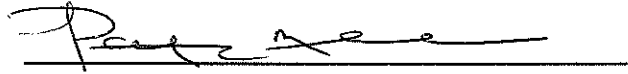
### **Driving Rules**

The following rules and regulations will be followed while operating the vehicle:

1. The vehicle is ONLY to be used to conduct CBCB business.
2. Exercise proper care which includes driving in a safe and responsible manner.
3. Follow all state driving rules and obey all traffic laws.
3. No distractions while driving including, but not limited to, eating or using a mobile device.
4. No smoking in the vehicle.

Failure to complete any of the above steps or to abide by the rules can lead to an employee being removed from the eligible employee list.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



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DR. PATRICIA NELLIUS-GUTHRIE  
Chief Executive Officer  
CBC of Brevard, Inc.

APPROVAL DATE: 10/21/08



## PM-714 – Vehicle Usage

### CBCB Authorized Drivers List Updated: 9/30/08

The following listed employees are the only approved drivers for CBCB vehicles at this time. As additional drivers are added, etc., this list will be updated and distributed to appropriate locations.

Carnell	Chad
Coviello	Kim
Davidson-Cook	Deborah
Denison	Tom
Dorfman	Debbie
Farnum	Hillary
Goncalo	Christopher
Goodwin	Osha
Hensler	Gloria
Johnson	Edward
Jones	LaChrista
Hernandez	Cynthia
Lavoy	Susan
McNeece	Suzanne
Merritt	Sylvia
Moseley	Amy
Roesler	Nicole
Santiago	Daniella
Strozier	Clifford

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