Fleet Vehicle - Policies and Procedures
The Executive Committee of the Baptist Convention of the State of Georgia

EFFECTIVE: May 2007

Revision Date: August 2013

Purpose:

The Executive Committee of the Baptist Convention of the State of Georgia (hereinafter referred to as “Executive Committee”) may provide fleet vehicles to eligible and approved employees.

Eligibility to Drive a Fleet Vehicle

Employees eligible for assignment of a fleet vehicle are the executive level, specialist level, consultant level, associate consultant level and area missionaries who drive more than ten (10) thousand miles per year on Executive Committee business. Calculation for ten (10) thousand miles is based on a two year travel period for the job position. New employees will have a six (6) month waiting period before they are eligible for a fleet vehicle. All vehicle orders and assignments are approved by the chief executive officer or his designee.

Prior to vehicle assignment or reassignment, an eligible employee will provide authorization for the Executive Committee to process a Motor Vehicle Record (MVR) for proof of an acceptable driving record. An unacceptable driving record is based on the Executive Committee’s auto policy insurance guidelines as follows:

An MVR that has any of the following during the most recent three-year period will be deemed “unacceptable”:

1. DWI/DUI
2. Reckless driving
3. Suspended License
4. Speeding 25 MPH, or more, above the speed limit
5. Drug Offense
6. Hit Run/Leaving the scene of an accident
7. Three or more at-fault accidents
8. Three or more moving violations in the past three years

The Executive Committee reserves the right to process MVR’s on all drivers at any time as it deems appropriate. Spouses of eligible drivers are approved to drive the fleet vehicle once a MVR is competed and is acceptable.

Driver Responsibilities

Eligible drivers are responsible for driving their fleet vehicle in a safe and reliable manner. Employees must know and abide by all driving laws in all areas where they operate their fleet vehicle. Employees must maintain a valid Georgia driver’s license. If, for any reason, an
employee’s driver’s license is revoked, suspended, or restricted, it is mandatory that the Vice President for Finance and/or Risk Manager be notified immediately by the employee.

Failure to maintain an acceptable driving record at all times will result in the loss of use of the assigned fleet vehicle. Once the privilege of driving a fleet vehicle is lost, the employee will not qualify for the travel allowance for non-fleet drivers. The employee will be responsible for providing their own transportation. If the employee is unable to perform their job duties as a result of losing fleet driving privileges the employee may face further discipline up to and including termination.

It is mandatory that seat belts be used by all occupants of a fleet vehicle, at all times, without exception. It is the driver’s responsibility to ensure that all occupants fasten their seat belts prior to operating the vehicle. Any malfunctioning seat belt should be repaired and replaced by a qualified mechanic immediately.

The Executive Committee expects all employees to drive defensively during business and personal travel, to obey all traffic laws, and prohibits employees from driving under the influence of illegal drugs and alcohol.

When traveling in a fleet vehicle employees are strongly encouraged to use hands free (Blue Tooth) system to make phone calls while the car is moving.

Texting and emailing are not allowed while driving a fleet vehicle. If an employee is texting or emailing while driving a fleet vehicle, that employee will forfeit the assigned vehicle and travel allowance for driving a personal vehicle. Failure to follow the texting/emailing policy could also result in further discipline up to and including termination.

If an eligible driver has a long-term disability or extended time off, the assigned fleet vehicle may be assigned to another driver. Upon recovery from the disability and return to work, the driver may be assigned another fleet vehicle.

Speeding violations, accidents, or other driving violations may exclude a driver from being covered by the Executive Committee’s insurance and resulting in the driver being ineligible to receive a fleet vehicle. Should a driver, for any reason, receive a ticket or a parking ticket, it must be paid as soon as possible. **All traffic violations and parking tickets must be reported to the Vice President for Finance and/or Risk Manager as soon as possible.** Under no circumstances is traffic or parking fines to be paid by the Executive Committee.

The transportation of a hitchhiker or stranger in a fleet vehicle is prohibited.

The use of a fleet vehicle for any business venture other than that pertaining to the employee’s job duties and responsibilities at the Executive Committee is prohibited.

The acceptance of any form of compensation from any individual for carrying passengers or material in a fleet vehicle is prohibited.

Driver safety training is required as scheduled by the Executive Committee. Every fleet vehicle driver will participate and complete all required training in the time allowed. Failure to complete
training and proper paperwork within the time allowed will result in loss of a driver’s fleet vehicle.

**Personal Use of a Fleet Vehicle**

Fleet vehicles are to be used primarily for Executive Committee business however, personal use is allowed. Besides the employee to whom a fleet vehicle is assigned, that individual’s spouse is allowed to operate the vehicle once approved. An MVR showing an acceptable driving record will be obtained for the employee’s spouse who is requesting driving privileges. In addition, all rules and procedures outlined in the Executive Committee’s Fleet Vehicle Policy apply to an employee’s spouse while operating an Executive Committee vehicle. It is the employee’s responsibility to ensure that the employee’s spouse adheres to all rules and procedures. No other drivers, except the approved Executive Committee employee and spouse, are permitted to operate an Executive Committee vehicle without express permission from the VPO.

All personal items or accessories added to or stored in the fleet vehicle are the responsibility of the employee. No extra items are allowed for vehicles that will decrease the value of the fleet vehicle.

Use of a fleet vehicle for an interim church position is allowed and is considered business use. Mileage for that use must be reported in Certify with employee’s monthly expense statement.

Use of a fleet vehicle for personal vacation is allowed. The employee is required to reimburse the Executive Committee for the gas purchases in excess of 500 round trip miles. All gas purchases must be paid by using your assigned Fleet Card Fuel Card. Reimbursements should be submitted to Convention Financial Services.

**Vehicle Maintenance**

Every driver of a fleet vehicle must maintain the fleet vehicle in a safe operating condition. Maintenance schedules outlined in the vehicle’s owner’s manual must be adhered to and receipts maintained documenting that prescribed service work was completed. Particular attention must be paid to the maintenance requirements for keeping the warranty of the vehicle in effect. Also, never leave a fleet vehicle at a service facility without specific instructions as to what work needs to be done. It is the employee’s responsibility to call the Enterprise maintenance office (per the assigned maintenance card for the vehicle) for pre-approval.

The Executive Committee will reimburse/or pay for one car wash per month and one car wax per year. Maximum amount that is reimbursable for the care is $25 per month for the car wash and $50 per year for waxing. Any extra cleaning of the vehicle is the responsibility of the employee. The Executive Committee reserves the right to inspect the fleet vehicle at any time.
Theft and Damage Precautions

The Executive Committee driver is responsible for ensuring that all necessary precautions are taken to prevent damage to and theft of the fleet vehicle and/or its contents at all times. An employee should follow these precautions when leaving a fleet vehicle:

- Roll up all windows.
- Lock all doors.
- Do not leave merchandise or equipment in open view inside a vehicle, which may tempt a break-in.
- Lock all valuable items inside the trunk when the vehicle is left unattended.
- When lodging overnight, remove any Executive Committee equipment from the vehicle.
- All personal items or accessories added to or stored in the vehicle are the responsibility of the employee

When traveling outside your residential area, whether on personal or Executive Committee business, make sure to take reasonable precautions to safeguard the vehicle and its contents. When possible, select a lighted parking area close to a business or hotel entrance where normal police surveillance or security protection exists.

Driving Outside the U.S.

A fleet vehicle may not be used in Mexico for any reason. Executive Committee vehicles may be operated in Canada on Executive Committee business if prior approval of an out-of-country travel form is submitted and approved by the chief executive officer.

Trailer Towing

A fleet vehicle should not be fitted with a trailer hitch to pull a trailer or boat without prior authorization from the chief executive officer. In addition, your Executive Committee vehicle should not be used to push another vehicle.

Accidents

All accidents, no matter how inconsequential, must be reported to the Vice President for Finance and/or Risk Manager, who will inform the vice president for ministries or vice president for operations. An Executive Committee accident reporting form must be filled out as completely and as quickly as possible for submission to the Risk Manager. The driver must notify the local police and state motor vehicle authorities of the accident.

If the employee was at fault in an accident while driving an Executive Committee vehicle, the Executive Committee will pay the deductible ($1,000) for the first accident. The employee will be responsible for paying half the deductible ($500) for a second at-fault accident. If a third at-fault accident occurs the employee will be responsible for paying the full deductible ($1,000) and will lose use of the fleet vehicle.
If the employee violates the personal use policy and grants permission for someone to drive their assigned vehicle other than their spouse, the employee will be considered financially responsible for all damages and vehicle repairs that occur.

**Stolen Vehicle**

If your fleet vehicle is stolen, report the theft immediately to the local police and the VPF and/or Risk Manager. Obtain a copy of the police report and maintain one copy for personal files and submit another copy to the Vice President for Finance and/or Risk Manager.

Any attempted break-in or theft of items from fleet vehicle must be reported to the local police department. The Executive Committee requires that the following information be provided to the Vice President of Finance and/or Risk Manager:

- The name, badge and precinct number of the police officers responding to your call.
- A list by model and serial number of any GBMB equipment, which was stolen.
- The date and location of where the theft occurred.
- Details of incident

**How to Report an Accident**

If a driver or spouse is involved in an accident, it is necessary to follow the procedure outlined below:

1. If anyone is hurt, call 911 for medical assistance.
2. Immediately following an accident, stop and investigate what damage might have occurred to the vehicle. When possible take photos of any damages to either vehicle.
3. Get contact information of the driver(s) and or witnesses involved.
4. Get the name of the other party’s insurance company and insurance policy number – A PHOTO OF THE INSURANCE CARD WILL SUFFICE.
5. If law enforcement officers are present at the scene, note their names, badge and precinct numbers. If no police officers are present, have one called to the scene of the accident.
6. Express no opinion as to who was at fault. Give no information except as required by law enforcement officers.
7. Contact the GBMB Risk Manager and or VPF immediately following the accident so a preliminary accident report may be taken.
8. If the collision involves an unattended vehicle, you must attempt to notify the owner. If that is not directly possible, attach a note to the vehicle asking the owner to contact you.

There are NO EXCEPTIONS to the above requirements.

GBMB Risk Manager: Stephen Lillard
slillard@gabaptist.org  Office 678-328-1855  cell/text 404-918-0571
Record Keeping and Mileage Types

Record Keeping – Employees assigned a fleet vehicle shall keep accurate and complete records of all business mileage traveled in vehicle. Employee shall distinguish between business miles on their monthly expense report with Certify system. Any miles driven on vehicle that are not properly accounted shall be considered personal miles.

Business Miles – Miles driven in vehicle for purposes related to the work of the employee as defined in IRS regulations and guidelines. Records should include the trip’s starting point, destination, actual miles traveled and the business purpose.

Personal miles – Any non-business miles are considered personal miles. Personal miles specifically include mileage related to speaking assignments or other engagements not required for Executive Committee business.

Commuting miles – Miles driven between the employee’s home and the employee’s primary office is considered commuting miles. According to the IRS regulations these miles are not valid business expenses and must be considered personal miles.

Monthly report – Monthly reports shall be submitted in accordance with the monthly reporting process.

Accounting

Employee Cost – A monthly fee of one hundred dollars will be deducted from the employee’s paycheck for personal use of the automobile. Additional charges shall be assessed based on vehicles’ fuel economy. Vehicles including trucks averaging less than 21mpg may be assessed an additional $50 per month.

According to IRS regulations, the value of any personal use, which is more than the monthly reimbursement, will be reported as taxable income to the employee.

Vehicle Turn-in

It is the responsibility of the employee to arrange for vehicle to be brought to the GBMMC in Duluth, GA when vehicle turn-in is required. The vehicle is expected to be turned in to the office of Convention Financial Services in a timely manner with the following conditions:

1. Both sets of keys – you may be assessed a fee for lost keys
2. Fuel and maintenance cards
3. Clean vehicle less normal wear and tear – should the vehicle require additional cleaning above and beyond a regular car wash the employee will be required to reimburse the convention at his or her expense
SIGNATURE PAGE FOR RECEIPT OF REVISED GBMB FLEET POLICY

Employee Name (Printed): ___________________________________

Employee Name (Sign): _____________________________________

Department: _______________________________________________

I have received and read the August 2016 revised GBMB Fleet Policy of the Executive Committee of the Baptist Convention of the State of Georgia.

I further agree to abide by this policy and understand that this policy is established by the Executive Committee in cooperation with the Executive Committee’s auto insurance company. A fleet vehicle is a privilege not a right and I understand that the Executive Committee reserves the right to revoke my fleet vehicle driving privileges at any time for any reason. I further understand that the Executive Committee has the right to transfer vehicles at any time for any reason.