

**509 Transportation Policy**

Section	Initiated	Last Update	Last Review	Related Procedure/Form	Page
Safety & Transportation	November 2022	July 2024	July 2024	<a href="#">See Appendix</a>	1 of 1

**Purpose:**

To ensure transportation safety and to follow all laws and regulations

**Scope:**

All Employees

**Policy:**

ProAct will provide safe transportation for participants using ProAct vehicles or a personal vehicle coming to ProAct and going to work sites and the community.

The driver assumes the duty of obeying all motor vehicle laws, always maintaining the vehicle properly and following transportation procedures as provided by the Transportation Coordinator. Provisions for handling emergency situations will be described in the Transportation Driver Procedure Manual.

ProAct in conjunction with Minnesota Department of Transportation (MNDOT) may have additional regulations for those who drive those vehicles.

Employees must possess a valid driver’s license, carry adequate insurance coverage, complete a Certificate of Insurance Coverage Form, and agree to furnish evidence of such coverage, if requested. Approved business use of personal vehicles will be reimbursed at the current IRS allowable rate unless the Board of Directors establishes a different rate.

All drivers and passengers are required to have their seatbelt securely fastened while on company business regardless of if they are using a personal vehicle or a vehicle owned, rented, or leased by ProAct.

Employees must immediately notify ProAct of all traffic accidents and violations, regardless of whether the violation or accident took place during work or non-work time. When using ProAct property, employees are expected to exercise care to request required maintenance and to follow all operating instructions, safety standards and guidelines.

Certain individuals have access to a company credit card for purchasing gasoline for company vehicles. This card is exclusively for company use and may not be used for personal expenses.