

DREAMLAND VILLA RETIREMENT COMMUNITY

Administrative Policy and Procedure

Subject: Vehicle Use

Initially Adopted: 4/12/2011

Amended: _____

I. Policy Statement:

The Dreamland Villa Retirement Community may determine that in order to effectively and efficiently carry out its day-to-day activities that it would be in the organization's best interest to own or lease a motor vehicle(s). The following procedures have been established to govern the use of such vehicles.

II. Procedures:

- A.** All vehicles owned or leased by DVRC shall only be used on and for DVRC business. The use of such vehicles for any other purpose, including for the personal use by or for members of the Board of Directors, volunteers, committee members, residents or employees is strictly prohibited.
- B.** Only individuals with a valid driver's license may operate a DVRC vehicle.
- C.** The Maintenance Foreman is designated as the principal driver of DVRC vehicles. In his/her absence from work or in the event he/she becomes physically unable to drive a vehicle, the Maintenance Foreman may designate one employee in the Maintenance Department as a temporary driver. In case of an emergency or due to the unavailability of an authorized driver, the President or his/her designee may authorize a substitute driver for a period not to exceed one day.
- D.** All service and gas and oil purchases will be procured using the VISA credit card issued to the Maintenance Foreman or Administrative Services Manager and in accordance with the DVRC Administrative Policy and Procedures on Purchasing.