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Florida Alliance for Assistive Services and Technology, Inc. Policy #16-06

Approved by the Board of Directors, Transferred from the FAAST Personnel Manual

## Mobile Unit/Cargo Van Policy

### 1. Purpose

To establish policy, guidelines and limitations concerning the use of the FAAST mobile unit/cargo van ("vehicle") by members of the FAAST staff.

### 2. Policy Process

- a. It is the policy of FAAST, Inc. to ensure that FAAST staff operating the vehicle have proof of a current valid driver's license verified by the Florida Department of Highway Safety and Motor Vehicles annually. FAAST staff operating the mobile unit/cargo van or any other vehicle conducting FAAST business are required to have Florida's minimum coverage requirements of \$10,000 personal injury protection (PIP) and \$10,000 property damage liability (PDL). FAAST, Inc. shall maintain commercial vehicle insurance coverage on all vehicles owned by FAAST, Inc. including \$1,000,000 in liability coverage, comprehensive coverage, and collision coverage.
- b. FAAST staff are to be trained to operate the FAAST vehicle and to ensure that the FAAST vehicle is properly maintained and always operated in a safe and legal manner.
- c. No passengers are authorized to travel in the FAAST mobile unit/cargo van without prior approval by the Executive Director.
- d. It is the responsibility of a qualified licensed FAAST staff member to maintain and operate the vehicle in accordance with this policy and the vehicle manufacturer's recommendations. FAAST staff will operate the vehicle with due regard for safety and in compliance with all traffic laws and are responsible for any driving infractions or fines as a result of their driving.
- e. Prior approved FAAST staff operating the vehicle will use all occupant restraint devices, alarms, back up camera, and other safety devices while operating the FAAST vehicle. The operator of the FAAST vehicle will require all prior approved passengers to use the vehicle's occupant restraint devices at all times when the vehicle is in operation.
- f. FAAST staff will not operate the FAAST vehicle in which the safety belt in the driver's position is inoperable. No person shall be transported in a seating position in which the safety belt is inoperable.
- g. FAAST staff shall not modify, remove, deactivate or otherwise tamper with the vehicle's safety belts or occupant restraint systems or any other safety device.
- h. Inoperable restraint systems will be immediately reported to the Executive Director. Prompt action will be taken to replace or repair the system.
- i. FAAST staff must inform the Executive Director of any changes that may affect his/her legal or physical ability to drive or be insured.

- j. Qualified licensed FFAST staff members operating the vehicle are responsible for determining that the vehicle is properly equipped with appropriate traffic safety equipment, first aid kit, fire extinguisher and communication equipment as well as the completion of prior authorizations, proper designation of accounting codes specific to the travel, and applicable FFAST forms completed that are required before and immediately after the operation of the vehicle.
- k. The FFAST vehicle will be inspected by the designated driver to determine that the vehicle is undamaged and ready for service prior to being driven. FFAST staff should be alert for faulty or inoperative equipment. Special attention should be given to brakes, lights, safety and emergency equipment. Any damage to the vehicle or inoperative/faulty equipment or assistive technologies assigned to the vehicle will be reported to the Executive Director immediately.
- l. If the vehicle is stolen the police and the Executive Director shall be notified immediately and the GPS tracking system shall be activated with the vehicle's incapacitation system activated.
- m. Prior to driving the FFAST vehicle for each trip the assistive technology shall be inventoried and secured/locked up and locked down for safety and to prevent theft. If any assistive technology is missing, it shall be immediately reported to the Executive Director and if it cannot immediately be accounted for a police report will be filed by FFAST staff responsible for the inventory and/or the operation of the vehicle.
- n. FFAST staff operating the vehicle will ensure the vehicle is adequately fueled **only with low sulfur diesel fuel** before ending their travel.
- o. FFAST staff operating the vehicle will record odometer readings at the beginning and end of each trip within a vehicle log including the date of the entry and purpose of the trip.
- p. Employees are not permitted, under any circumstances, to drive a vehicle including the FFAST mobile unit/cargo van for FFAST business, when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the employee is unable to operate a vehicle safely (temporarily or otherwise) or legally due to incapacity caused by conditions such as illness, prescription and over the counter medications that prohibit the operation of a vehicle, intoxication, or use of controlled or other substances.
- q. FFAST staff driving the vehicle are prohibited from using cell phones, texting, emailing, twittering, operating navigational devices, or any other equipment not pertinent to the operation of the vehicle while the vehicle is being driven by a FFAST staff member.
- r. FFAST staff operating the vehicle shall park the vehicle within designated parking.
- s. Upon exiting the vehicle FFAST staff operating the vehicle shall always remove the keys from the ignition, lock the vehicle and activate the anti-theft device on the FFAST vehicle when the driver leaves the vehicle unattended. The location of the control switches for anti-theft devices, GPS location devices, or any other anti-theft information will not be revealed to unauthorized personnel. FFAST staff operating the vehicle shall ensure that all electronic devices and equipment within the FFAST vehicle are deactivated and will always physically check each door of the vehicle to ensure that the doors and windows are securely closed and locked upon parking and exiting the vehicle.
- t. If the FFAST vehicle is involved in a traffic violation or accident FFAST staff operating the vehicle will not leave the scene of the accident until the police are notified and arrive for a police report to be taken and the Executive Director will be notified as soon as practicable. FFAST staff will seek medical treatment if necessary and are expected to cooperate fully with authorities, however, employees shall make no voluntary statements other than reply to questions of investigating law enforcement officers. The Executive Director will conduct an investigation and along with the FFAST staff

operating the vehicle will notify the appropriate insurance companies.

- u. The use of the FFAST vehicle for non-agency business is strictly prohibited and may result in termination. FFAST staff shall not use the FFAST vehicle to transport any consumers or volunteers without prior approval by the Executive Director. Violation of this policy may result in disciplinary action up to and including separation of employment.
- v. Time spent by FFAST staff driving the FFAST vehicle on FFAST business during the employee's normal working hours, or approved after work hours, is to be considered hours worked for pay purposes.
- w. This policy shall be located within the FFAST vehicle for convenient reference and each FFAST staff operating the FFAST vehicle or as a passenger are required to read, agree to, sign, and date this policy to be placed within their personnel files and this policy will be placed within the FFAST Personnel Manual.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

a.