Friends of Pheasant Branch Conservancy

Vehicle Use Policy

Introduction

This policy specifies standards for the operation of motor vehicles owned by FOPBC ("FOPBC vehicle") by persons conducting work on behalf of FOPBC. The Chairperson of the Board's Restoration and Management Committee ("R&M Committee Chairperson") is responsible for implementation and enforcement of this policy.

Authorized Use of FOPBC Vehicles

Authorized use of a FOPBC vehicle includes use of the vehicle for work conducted within the Conservancy and, as necessary, for work-related errands or other business at other locations. While it is anticipated that much of the work requiring use of the truck will be related to restoration and management activities, the R&M Chairperson will coordinate requests from board members and other committee chairs or members for use of a FOPBC vehicle as needed for other purposes.

Personal use of FOPBC vehicles is restricted to travel from home to the work site and back home, with minimal incidental stops.

Authorized Drivers and Passengers

A. Authorized drivers. The following persons are authorized to drive a FOPBC vehicle for FOPBC business:

1. The R&M Committee Chairperson
2. A person designated by the R&M Chairperson as Intern Leader, Workday Leader or Erosion Leader
3. The FOPBC Land Manager

B. In order to operate a vehicle for FOPBC business, an authorized driver shall comply with the following:

1. The driver must have and maintain a valid driver's license
2. The driver must have and maintain a safe driving record
3. The driver must immediately report to the FOPBC President or Co-President a license suspension or revocation.

C. Authorized Passengers. The following persons are "authorized passengers" in a FOPBC vehicle:

1. A volunteer participating in a Conservancy workday or other approved volunteer activity.
2. A person who is an intern working in the Conservancy.
3. A board member, committee chair, or committee member who has requested assistance from the R&M Chairperson in performing a task using a FOPBC vehicle.

D. Unauthorized Passengers. "Unauthorized passengers" means a passenger who has no FOPBC business

reason for being in a FOPBC vehicle. An unauthorized passenger may not ride in a FOPBC vehicle.

Safety

Authorized drivers who operate a vehicle for FOPBC business are expected to follow all applicable rules of the road, including but not limited to:
1. Drivers and passengers must use seat belts at all times.

2.The driver will not operate the vehicle while under the influence of alcohol or controlled substances.

3. No smoking in FOPBC vehicles.

4. Installation or use of any radar-detecting device in a FOPBC vehicle is prohibited.

5. When cargo, materials or tools are transported, the driver is responsible for ensuring that all items are secured to prevent shifting or falling within or from the vehicle.

6. Hauling loads for personal purposes is prohibited.

7. The driver shall ensure any towed vehicle has proper lighting (brake, turning and running) and they are in good working order.

8. The driver will not operate the vehicle when normal vision is obstructed.

9. No “jump starting” vehicles or providing other vehicles services unless the job requires it or an emergency situation.

10. Any vehicle believed to be in an unsafe condition shall not be operated.

11. Drivers shall not use cell phones while driving, unless using a hands-free device.

12. Drivers shall exercise good judgment to limit distractions.

Maintenance

All drivers must take reasonable care of FOPBC vehicles.

Drivers are responsible for the day-to-day operation of the vehicle when in use. Any defects should be documented and reported to the RMC Chairperson as soon as possible.

The FOPBC Land Manager is responsible for arranging and implementing vehicle routine maintenance needs. The FOPBC Land Manager shall keep a file of all maintenance performed on FOPBC vehicles.

Parking

When not reasonably attended, the driver shall lock all doors and remove the keys from the vehicle.

FOPBC owned vehicles taken home overnight shall be locked and parked in the employee or volunteer's garage, driveway or other designated parking space in close proximity to the driver's residence.

What To Do If There Is An Accident

If an accident occurs call 911.

Follow accident procedures outlined by the vehicle insurance company.

Notify the RMC Chairperson who will review the accident information.

Drivers who are ticketed while driving a FOPBC vehicle shall report the information withing one working day to the RMC Chairperson. Fines for any moving or parking violations are the responsibility of the driver and not reimbursable by FOPBC.

Fines issued due to mechanical problems beyond the control of the driver will be paid by FOPBC.

Version History:

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