Authority: [RCW 46.61.600, Unattended Motor Vehicle](http://app.leg.wa.gov/RCW/default.aspx?cite=46.61.600)

**PURPOSE:**

This policy established the procedures for use of Trouves vehicles.

**SCOPE:**

This policy applies to all Trouves employees that operate a facility vehicle. **POLICY:**

1. Trouves vehicles are operated in accordance with state law. The employee operating the vehicle must be over 21 years of age and have a valid Washington State Driver’s License.
2. The employee operating a Trouves vehicle must provide a copy of their Driver’s License to Trouves insurance company for review and approval before operating any Trouves vehicle.
3. Trouves reserves the right to review all driving records of employees approved to operate Trouves vehicles.
4. Persons operating a vehicle are prohibited from transporting unauthorized passengers. Unauthorized passengers are those passengers not engaged in performing official Trouves business.
5. No transportation of Trouves residents is allowed in employees personal vehicles.
6. Smoking, eating or drinking are not allowed in Trouves vehicles.
7. Vehicles used as service vehicles must have all tools and equipment secured and locked with in the vehicle. Keys should never be left in a Trouves vehicle.
8. Accidents or Mechanical Problems
9. The glove compartment in each vehicle contains a packet of information stating the procedure to be followed in case of an accident or mechanical problem. Complete the vehicle accident report when:
10. Injuries to a driver, authorized passenger(s) and/or others.
11. Damages to a vehicle and/or other vehicles.
12. The appropriate local authorities (Police, Sheriff, or State Patrol) are to be notified.
13. The driver is responsible for completing and submitting appropriate forms to the state Patrol within 24 hours.
14. If a mechanical problem exists, notify the Maintenance Department, and after duty hours call the shift manager.
15. If resident or employees require emergency care or hospitalization, the injured person(s) should be taken to the nearest hospital.
16. As soon as possible, one of the following must be called (collect, if necessary): Immediate supervisor, Shift Manager or Administrator on Duty, and given all available facts and information. The employee receiving the call will be responsible for notifying the proper hospital authorities.
17. Upon returning to the facility, the employee or their supervisor will complete/submit the Incident Report.

**EXCEPTIONS:**

No exceptions to this policy may be granted without the prior written approval of the Director.

**SUPERCEDES:**

None