



VILLAGES HONOR FLIGHT PERSONAL VEHICLE USE POLICY

The purpose of this policy is to promote the safety of volunteers when using personal vehicles for Villages Honor Flight business.

All volunteers driving a personal vehicle for any Villages Honor Flight related business shall maintain a valid driver's license, insurance, and must operate the vehicle in a safe manner at all times.

Standards:

1. All volunteers driving on Villages Honor Flight business must maintain a valid driver's license and insurance on all vehicles they drive. Any change in the status of their driver's license or insurance must be reported to the Vice President of Administration immediately and prior to driving on Villages Honor Flight business. Villages Honor Flight will document review of the insurance and driver's license.
2. The Volunteer's personal auto insurance serves as primary coverage with Villages Honor Flight's insurance being secondary. Villages Honor Flight's insurance would be excess only for liability. Physical damage to a volunteer vehicle while driving on official Villages Honor Flight business, is not covered by Villages Honor Flight's auto insurance.
3. The personal vehicle used must be properly maintained and in safe mechanical condition as required by law.
4. The driver and all passengers must wear seat belts at all times. No vehicle should be operated when the number of occupants exceeds the number of passenger restraints available.
5. Drivers shall obey all applicable traffic and parking regulations, ordinances, and laws.
 - a) Volunteers who incur parking or other fines while on Villages Honor Flight business are personally responsible for payment of such fines.
 - b) Volunteers who are issued citations for any offense while driving on Villages Honor Flight business must notify the Vice President of Administration immediately when practicable, but in no case later than 24 hours. Failure to provide such notice may result in not being able to drive for Villages Honor Flight.
 - c) A Volunteer who is arrested for or charged with a motor vehicle offense for which the punishment includes suspension or revocation of the motor vehicle license while on Villages Honor Flight business, must notify the Vice President of Administration immediately when practicable, but in no case later than 24 hours. Conviction for such offense may be grounds for loss of driving privilege on Villages Honor Flight business.
6. Any driver who is involved in a motor vehicle accident while on Villages Honor Flight business involving personal injury to any party shall notify the Vice President of Administration immediately. If the accident involves property damage only, the driver shall notify the Vice President of Administration within 24 hours.

7. The driver shall not talk on his/her cell phone, text message or operate any electronic equipment while driving the vehicle. If the driver receives a call or needs to make a business call, he/she shall park the car in a safe location to receive or make a cell phone call.

I, _____(print name) have read and understand the Personal Vehicle Use Policy established by Villages Honor Flight. I agree to abide by the provisions of this policy. I understand that failure to comply with any and all provisions of this policy may result in removal of authorization to drive my personal vehicle on Villages Honor Flight business, and/or termination of volunteer assignment.

Driver Signature

Vice President of Administration Signature

Print Driver Name

Print Vice President of Administration

Date

Date