

## Method Schools Board of Directors POLICY

Board approved: 08/09/2022

### 3060 Vehicle Use Policy

Employees of Method Schools may use a fleet vehicle on occasions when business travel or the need of a Method vehicle to carry out job duties arises (ex: student transportation to events, teach squad, travel to conference, moving or delivery of Method assets). Employees attending the same events should carpool when possible.

- Transportation of students should be for approved organized events only, and must be pre-approved by a Director or Executive staff member.
- When students are transported, the employee MUST NOT transport only 1 student unless it is an emergency

An employee of Method Schools may be provided a company vehicle for daily use. Method management reserves the right to determine when a vehicle may be provided to an employee and will make the determination based upon business needs and budget availability. Method Schools management has the right to revoke or re-assign a company vehicle at their discretion.

An employee who has a company vehicle is allowed to drive the company vehicle outside of work hours, however they are required to abide by our company vehicle policy and log personal miles. Personal miles are considered compensation and must be reported on the employee's W-2 per IRS regulations. Method will use a cents per mile calculation to determine W-2 mileage, based on current IRS mileage reimbursement rates.

- **Employees whose primary place of work is their home.** Employees who have a home office that qualifies as the employee's principal place of business (see [IRS Publication 587](#)) can treat all mileage to client sites and temporary work locations, including their employer's locations, as business miles.

### Prerequisites to driving a company vehicle

Employees of Method Schools are only allowed to drive a company vehicle if they:

- Hold a valid driver's license.
- Have a clean driving record for at least 2 years, meaning they were not at fault of a vehicle accident or were not arrested on charges violating vehicle and traffic laws, such as driving under the influence.

*Note: Any employee driving a Method vehicle is required to complete a driver authorization form and to also submit a copy of their driver's license to be eligible to drive a company vehicle.*

## **Obligations of the driver**

Method Schools expects their employees using company vehicles to abide by traffic laws and Method policies, including but not limited to:

- Will not use a phone or text while driving.
- Never drive under the influence.
- Will not allow an unauthorized driver(s) to use their company vehicle unless it is an emergency.
- Will not lease, sell or lend a company vehicle.
- Will not leave the company vehicle unlocked, unattended or parked in a dangerous area.
- Will not smoke in the company vehicle.
- Report damages or problems with their company vehicle to HR in a timely manner.
- Document all driving expenses, such as fuel and tolls.
- Regularly check the vehicle to ensure all is operating functionally, such as the fuel, tire pressure and vehicle fluids.
- Will not double park, block entrances or commit traffic violations which can lead to fines.
- If applicable, will wear glasses or contacts while driving.

If an employee has their driver's license suspended or revoked, they are obligated to inform HR. As a result, their use of a company vehicle will be discontinued until said employee is eligible to drive again per our policy.

## **Accidents**

If an employee of Method Schools is involved in a vehicle accident with the company vehicle, they must immediately contact our HR department. Under no circumstance should an employee accept responsibility or guarantee payment during an accident unless Method Schools authorizes it.

Employees are required to follow all legal guidelines in exchanging information with other drivers and should call the police if the accident is serious.

## **Obligations of Method Schools**

Method Schools strives to create a safe work environment for all employees and that extends to the company vehicle, therefore we will:

- Ensure company vehicles are safe to drive before we assign them.
- Schedule periodical maintenance so all vehicles remain in excellent condition.
- Provide employees with a copy of our company vehicle policy if they are assigned a company vehicle. (*Note: this company vehicle policy is available on Method Schools website*).
- Insure company vehicles with a reliable insurance provider.

**Method Schools is not responsible for:**

- Paying fines an employee(s) received while driving company vehicles that they are responsible for, such as breaking the speed limit.
- Paying for an employee to make bail if arrested while driving a company vehicle.

### **Disciplinary Actions**

Management reserves the right to discipline an employee who does not follow the company vehicle policy.

Method Schools will terminate an employee or may take legal action if a more serious offense is committed, such as selling the vehicle for personal gain or causing an accident while driving under the influence.