

[approved by the PEEC board January 2021]

Pajarito Environmental Education Center Vehicle Use Policy

Authorized Drivers:

The PEEC vehicle is operated only by licensed employees or volunteers over the age of 18 who have been given permission to do so by their supervisor or the Executive Director and only for the specific purposes for which that permission is granted. If the person's driver's license is not on file, the license must be shown to the person giving permission for use of the vehicle before the driver is authorized. Employees approved to drive are required to inform their supervisor of any changes that may affect either their legal or physical ability to drive or their continued insurability.

All drivers must read, sign, and date this policy before using the PEEC vehicle.

Authorized Passengers:

Authorized passengers are only PEEC employees or volunteers while involved in authorized PEEC business or, occasionally, program participants.

If program participants or volunteers under age 18 are going to be passengers, follow all child protection policies.

The driver makes the final decision about whether or not to allow any passengers in the vehicle.

Scheduling Vehicle Use:

Vehicle use must be scheduled in advance using the PEEC Google calendar. Please note how long you will use the vehicle and where you will be traveling to. If there are conflicting needs at the same time, the destination that is the furthest distance from the nature center OR the employee who does not have an alternate mode of transportation will be given priority for use.

With permission from the executive director, the car may be taken to an employee's residence overnight.

Driver Responsibilities:

- Ensure that all safety devices, including seat belts, are used by all vehicle occupants.
- Maintain a valid U.S. driver's license and notify the Executive Director promptly of any changes in license status.
- Operate vehicles in accordance with Federal, state and local regulations, traffic laws, and ordinances. Reference NM MVD Driver's Manual if necessary.
- Use safe driving practices at all times.

- Report unsafe vehicle conditions or concerns promptly to the Executive Director.
- Promptly (within 24 hours) report all accidents and traffic violations (including parking violations) in the company vehicle to the Executive Director.
- Maintain the interior of the vehicle in a clean and orderly manner; do not leave trash, etc., in the vehicle.
- Do not operate the PEEC vehicle at any time or operate any personal vehicle while on company business while using or consuming alcohol, illegal drugs or prescription medications that may affect the ability to drive. These prohibitions include circumstances in which the driver is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication or intoxication. Do not smoke in the vehicle.
- Charge the vehicle immediately upon its return. Move the vehicle away from the charging spot as soon as possible after it is fully charged, except on cold winter nights, when it is recommended to leave it plugged in.
- Driver is personally responsible for the payment of all fines or traffic violations associated with the use of the PEEC vehicle unless the fine is due to conditions outside of the driver's control, i.e. expired tags.
- Mobile devices are only to be used hands-free while the vehicle is in motion.
- Vehicles are not used to be for personal errands or similar activities.
- Damages including those to third parties resulting from unauthorized or illegal use of PEEC vehicles are the complete responsibility of the driver.
- Lock the vehicle when not in use. The keys must be stored in the Nature Center at all times when the vehicle is not in use.

In Case of an Accident:

- Stop, look, and assess the situation; call for police assistance if there is an injury or significant property damage.
- If the injuries are or could be severe, call 911.
- If police involvement is necessary, request that the attending officer file a written report regardless of the extent of the damages.
- Fill out the PEEC Incident Report Form found in the vehicle's glove box or online for any accident, whether or not police have been called. Give or send this report to the Executive Director within 24 hours of the accident.
- In the event of an accident, do not debate or admit responsibility and do not make statements to anyone except police/law enforcement, the Executive Director, or legal counsel.

Printed Name

Signature

Date