



Series Compliance

Policy Name Car Usage

Policy Number 1606

Origination Date 2/18/2020

Revised: 4/20/2023

Regulation N/A

Background/Purpose

Communities Connected for Kids' car is intended to be used by all CCKids employees who would like to use the company's car for business purposes. It is the intention of CCKids that the vehicle will be used to promote the company and its mission.

Car Usage:

- If anyone in the company would like to use the car, please see or email CCKids' Project Manager.
- There is a calendar for the car, and reservations are made on a strict first come, first serve basis.
 - **Very few exceptions will be made.** In the event of switching the car to someone else to save the company money, CCKids will arrange a rental vehicle for the employee being inconvenienced.
- When given the car keys, the employee will also be given the car's gas card. If an employee uses the car and the gas tank goes below the half tank, that employee is required to fill the gas tank before returning the car.
- All receipts will be given to the Project Manager after use.
- A SunPass account is set up in the car; no follow-up is required.
- While using the car, drive safely and always use caution.
- Please keep inside the car clean and return it in the condition you received it.
- The Project Manager or the Administrative Assistant will help maintain the car by getting the car washed and serviced periodically.
- The car is insured under a CCKids policy. All drivers must have a valid driver's license.

DocuSigned by:
 Approved: Carol Deloach
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Carol Deloach, CEO