



## **Fleet & Company Vehicles Rules, Guidelines, & Needed Information**



## **Introduction**

**Turning Point is pleased to provide company vehicles to our employees who require travel as a part of their daily responsibilities. When you are assigned a vehicle, you are being entrusted with an expensive company asset. We expect that drivers will treat the vehicles at least as well as they would with their own vehicles. The use of a company vehicle is both a privilege and a responsibility. If the responsibilities are ignored, the privilege may be taken away.**

**This vehicle guide will help Programs Directors and drivers understand the various responsibilities that the company expects while using company vehicles. Please review these rules in detail. If you have any questions, please ask your supervisor for clarification. There are many underlying reasons why we require the documentation that we do so please do not seek to find workarounds to circumvent the rules. Know them, follow them and ask questions if you are unsure.**

**We are here to help but we must work together so that we can continue to offer these vehicles to our employees. Thank you in advance for your cooperation.**

**Bruce Tyler- CIO**

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## **Guidelines for use of the Fleet Cards**

- 1. Pin Codes:** All users are assigned an individual PIN # to purchase gas. These PIN #'s are not to be shared with anyone. When entering the assigned PIN # and exact vehicle mileage information for a fuel purchase, you (employee assigned to the PIN # used) are responsible to obtain a receipt to turn into your supervisor with your signature on it. (Gas turn in form available from your supervisor OR original email sent with driver PIN) Your assigned pin will work for all company vehicles fleet cards.
- 2. Receipts:** All signed receipts are to be submitted into your supervisor within a few days from the day of purchase for approval. Supervisors should be approving and submitting to Admin within one week of the transaction date.
- 3. Gas cards:** These cards are assigned to the vehicle, not the program/person driving the vehicle. The card is to remain in the vehicle it is assigned to at all times. If vehicles are transferred to another facility, the card will go with the vehicle. Please notify TP Fleet when a vehicle is transferred. The vehicle is assigned to a program, which means there should not be any vehicle sharing. If vehicle sharing does occur, the program assigned to that vehicle will incur all vehicle cost.
- 4. Purchases:** Authorized purchases consist of Gasoline, Car washes and Towing. A receipt should be obtained for all services excluding Towing (missing fleet receipt memo needed for towing). Purchases are to be made only at participating locations. Participating locations for these services can be located on Wrights Express website [www.wexinc.com/accepting-locations/](http://www.wexinc.com/accepting-locations/). Please check with your supervisors regarding the maintenance of vehicles.

**Fleet gas cards are not be used for the payment of any vehicle's maintenance cost.**

5. **Petty Cash:** If an authorized user has an issue with the card while purchasing fuel, please contact TP Fleet. We will work diligently to resolve any problems with the card. If a resolution cannot be made right away, Petty Cash may be used and we ask that a memo detailing the circumstance of the non-use of the Fleet services card be prepared for the Petty cash reimbursement, in order to reduce follow up phone calls and emails on the matter. This needs to include the last 8 digits of the vehicles VIN # and Odometer reading at the time of purchase. **Must have the email with permission of using petty cash for vehicle needs, printed and submitted to Biller when receiving petty cash.**

**\*\*When using petty cash, your 10% threshold must be taken into account. Anything over will require further approval.**

**The fleet card MUST be used for all company car's gas, not your personal cash.**

**The ONLY time you will be able to get a petty cash refund for gas is when the following occurs:**

1. The gas pump is not taking your card and you have attempted the transaction with the cashier as well.
2. If it is still not working you must email TP Fleet and CC your program director and admin assistant about any issues with the fleet card.
  - a. TP Fleet will be able to either reset the pin, see what is wrong with the card, or give approval to receive the petty cash.

**Without TP Fleet's approval, your petty cash custodian will not be giving petty cash refunds for gas receipts.**

**6. Authorization:** HR will clear an employee to drive and email TP Fleet to generate a PIN # for the Fleet account. TP Fleet will email via Adobe Sign these vehicle guidelines for review and acknowledgement from the employee. Upon acknowledgement and receipt of signature, TP Fleet will issue the PIN # and generate an email to the employee with this assigned PIN # along with a copy of the Gas turn in Form.

**a. If there are any questions, please contact TP Fleet at [TPFleet@tpocc.org](mailto:TPFleet@tpocc.org)**

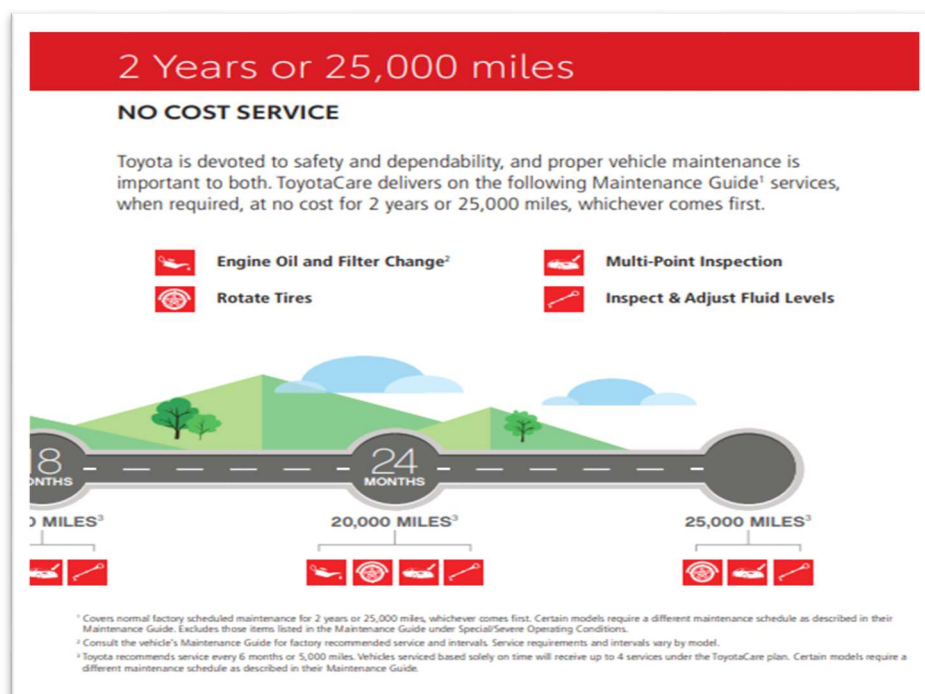
**7. Official Purposes Only:** Fleet cards are only to be used for the company vehicle. Do NOT use fleet card for personal use under any circumstances. For example, do not use the company fleet card to fuel or wash a personal vehicle. This is considered fraud and an employee can face immediate disciplinary action, up to and including termination.

## **Receipt Information**

- 1. A receipt must be submitted with every purchase being made, failure to submit/lose a receipt will follow up with requesting a Memorandum, with your signature and your program directors signature. Your admin assistant can request it from TP Fleet. The location of where you got the gas from will be needed, but try to go back to the gas station to retrieve a copy of the receipt before requesting the memo.**
- 2. A gas receipt must be submitted to your Admin Assistant within a few days after purchase on a Fleet Receipt Turn in Form. The date on the form needs to be the date you submitted it. On the form you must fill out: Your name, Program name, Program Number, the last 8 digits of the vehicle's VIN Number, as well as your signature at the bottom.**
- 3. Any car maintenance done needs to have a receipt turned in to Accounts Payable within a few days of the maintenance being completed.**

## Locations of Accounts and Information for Maintenance

1. The following link has all of the accepting locations for Fuel  
[www.wexinc.com/accepting-locations](http://www.wexinc.com/accepting-locations)
2. All in house accounts for maintenance will be under “Turning Point of Central CA” Please give them the PO Number (5 digit program #) when checking in at one of our locations
3. Major Repairs must go to the vehicles dealership.
4. New Toyota’s have “Toyota Care” and get free maintenance at the Toyota Dealership for 2 years from date of lease or up to 25,000 miles; whichever occurs first. Do NOT use Jiffy Lube or any other service, if your vehicle is still eligible for Toyota Care. See your “Toyota Care” Card in your vehicle if provided.





## ToyotaCare

**IT'S SIMPLE AND CONVENIENT**

Joining the ToyotaCare<sup>1</sup> family ensures that your vehicle is maintained with Toyota Genuine Parts and serviced by factory trained Toyota technicians. That's why we include a no cost maintenance plan with the purchase or lease of every new Toyota vehicle, for 2 years or 25,000 miles, whichever comes first.

24-hour roadside assistance<sup>2</sup> is also included for 2 years and unlimited miles.

Take advantage of your no cost ToyotaCare service at any participating Toyota dealership. To find a dealer near you, go to [Toyota.com](http://Toyota.com).

### 5. Other locations include:

- a. **Car Dealership: First 2 years of purchase of new vehicle must go to dealership for all maintenance, due to free services (Toyota's only)**
  - b. **Jiffy Lube/Valvoline: oil changes, tire rotations**
  - c. **Tires: Sam's Club (use Walmart card if available), American Tire Shop (charge to TPOCC account), See program director for any other accounts.**
6. **Car Washes: Red carpet and gas station driver thru car wash. Receipt must be turned in on Gas Receipt form if Gas Card was used.**
  7. **Window Repair: Safelite Repair**
  8. **Damage to Company vehicle needs to be reported right away to your direct supervisor as well as marked on your inspection form. Your direct**

**supervisor will complete an incident report to HR to review for repair through insurance or out of pocket funds from the company.**

- a. **By signing the Inspection form for submission you are stating that all the information is accurate and complete. By signing, you understand that intentional or willful falsification of records is a serious violation of Turning Point of Central California, Inc. policy can result in disciplinary action, including the possibility of immediate discharge.**
- b. **Should an employee with an assigned vehicle take a leave of absence, their vehicle is to be temporarily reassigned to another employee for the duration of their leave.**

**9. The employee and Supervisor should complete incident reports to submit to the most current web based application. The appropriate departments will respond with any other Instructions to follow.**

- a. **When completing an incident report, include:**
  - **Last 8 Digits of VIN #**
  - **Current Odometer Reading**
  - **Pictures of Damage (Close-up and from a distance)**
  - **Written description of damages. (Length/depth of scratches, dents.)**

**b. PLEASE NOTE: Per TPOCC Insurance policy:**

- **Vehicle Accident. Coverage is explicitly *excluded* for treatment of any Injury where it is determined that a Participant was involved in a motorcycle Accident while not wearing a helmet or in an automobile Accident while not wearing a seatbelt (or car seat) or while texting on a mobile phone while driving, even if the cause of the Illness or Injury is not related to the failure of the Participant to wear a helmet or seatbelt (or car seat). This exclusion does not apply: (a) to Participants who were passengers on public transportation, ride for hire or livery services or (b) when a seatbelt or helmet is not required by law.**

## **Due dates for Vehicle Documentations**

- **Company Vehicle mileage logs and weekly vehicle inspection reports must be uploaded into WEBCON no later than the 5<sup>th</sup> each month.**
  - **IE: June's mileage gets turned in by July 5<sup>th</sup>**
  - **By signing the vehicle inspection form you are personally certifying that you have completed/verified these items.**
    - **If you are signing off on these and it is found you have not completed the tasks listed, you can be subject to disciplinary action.**
    - **Please be sure to always keep your vehicle professional – clean and tidy – at all times. This will be audited periodically by supervisors.**

## **Company Vehicle Mileage Log**

- 1. Vehicle mileage must be tracked from a day to day basis and not completed at the end of the month.**
- 2. All stops must be recorded on the mileage sheet with the cross streets of the location.**
- 3. If the vehicle is a take home vehicle the mileage needs to start at home and end at home for your day. (Does not apply to all programs)**
- 4. The mileage log must be completed each time the vehicle is driven. This includes for fueling purposes or car wash.**
- 5. Company vehicles are to be used for work purposes and not personal use. No errands or personal business before/after work should be made in the company vehicle.**

**\*\*Mileage logs need to reviewed and documented by supervisors each month, as well as any reports from our GPS tracking platform.**

**\*\* TP Fleet and HR departments will reference the mileage log for many reasons.**

**IE: If an unsafe driving report is generated through the Safety First sticker, HR will contact the program to ask you to verify from the mileage log, which employee was driving at the time of the report.**

**TP Fleet will ask to audit the mileage log when there is a discrepancy on the Fleet gas account. \*\***

## **Emergency Contact Information**

### **Program Director:**

**Office Phone:**

**Cell Phone:**

**Email:**

### **Administrative Assistant:**

**Office Phone:**

**Cell Phone:**

**Email:**

**TP Fleet: [TPFleet@tpocc.org](mailto:TPFleet@tpocc.org)**

**Office Phone:**

**559-732-8086 EXT. 7155**

**559-732-8086 EXT. 7137**

## **Vehicle Safety**

- 1. For the safety of you and others, there are to be no phone usage while driving. This includes texting, hands free, and/or headset.**
- 2. Do not clock in from the road or while driving. Speak to your direct supervisor if timesheet needs correction.**
- 3. First aid kit must be located in the vehicle at all times. If your vehicle does not have one please request from your Admin Assistant.**
- 4. Vehicle damage must be reported to your supervisor as soon as possible.**
- 5. Maintenance needs to be kept up to date for the safety of yourself and upkeep for the vehicle.**

**\*\*All company vehicles should be equipped with a GPS tracker as a part of our safety monitoring program for insurance purposes. (Some GPS trackers may be accompanied with a forward facing dash camera.) \*\***

**\*\*\*Installation of these devices should not involve any damage/dismantling of the vehicle.\*\*\***

## Toyota Care Emergency Roadside Assistant

# 2 Years

### ROADSIDE ASSISTANCE<sup>4</sup>

24-hour service available at no cost for 2 years from the effective date and unlimited miles.

Services include:



**Battery Jump Start**



**Lockout Protection**



**Emergency Fuel Delivery**



**Tire Service**

Impaired tire will be replaced with your inflated spare.



**Towing**

To the nearest Toyota dealership (or to the Toyota dealership of your choice within 25 miles of the nearest dealer).



**Winching**

Extrication from any ditch, mud, sand or snow. Vehicle must be immediately adjacent to a regularly traveled road and capable of being serviced with standard servicing equipment.

**24 HOUR TOLL-FREE NUMBER:**

# 800.444.4195



## Fleet Card Road Side Assistance



**FLEET RESCUE ROAD SERVICE**  
**1-866-329-3471**

**Roadside services available throughout the U.S. and Canada**



### Services Available

- Towing
- Tire Change
- Battery Service
- Mechanical First Aid
- Locksmith Services
- Winching
- Fuel/Water Delivery
- Lockout Service
- Tire Replacement

Fleet Rescue Service is available on fleet vehicles with WEX cards that are enabled for roadside assistance.

If your vehicle becomes disabled, a tow truck is dispatched to assist you 24 hours per day with ONE toll-free call.

Services will be billed to you through the WEX account, with no out-of-pocket expense for the fleet driver.

### BE PREPARED TO PROVIDE THE FOLLOWING:

- Your Name
- Company Name
- Vehicle Description
- Driver ID/Prompt ID #
- WEX Card #
- Contact Phone Number
- Location of the Disablement
- Nature of the Disablement
- Tow Destination

If your vehicle starts before service operator arrives, please call immediately and cancel your request.

### EXTREME WEATHER CONDITIONS

Service delays are sometimes unavoidable due to heavy demand during extreme weather conditions.

#### Your personal safety is our concern too.

Should your vehicle become disabled in an area where you feel uncomfortable about your personal safety, please make every attempt to find a more secure location from which to call the toll-free number for road service assistance. If you feel that you are in immediate danger, dial 911 immediately.

If possible, stay with the vehicle until service arrives.

If the vehicle is to be towed unattended, please leave the keys with the vehicle.

**CALL ROAD SERVICE**  
**1-866-329-3471**



**Fleet and Company Vehicle Rules, Guidelines and Needed  
Information Acknowledgement**

I have read and agree to follow the Guidelines that have been set in place for use of the Turning Point Fleet gas account and company vehicles. I understand that if the Guidelines are not followed, it may result in a written communications report and/or my PIN # being suspended. It may hinder me from completing my job duties if my PIN # is suspended. I have been notified and am aware that Turning Point vehicles are equipped with GPS tracking equipment and are actively tracked and monitored during the time in which the vehicle is in use.

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Print Employee Name

Signature

Date