

# Oregon Family Support Network Policy

Policy Area:	Subject: Policy Manual
Title of Policy: Transportation Policy	Contract Area:
Effective Date: 4.11.14	Number:
Approved Date: 4/11/2014, 2.13.2025, 03.16.2026 Revision Date: 4.5.22, 8.17.22, 2.3.25, 02.26.26	See Also: Mileage Reimbursement, Emergency Crisis and Incident Reporting Policy, Fiscal Policy
Approved By: EOC 4.29.19	

## 1. Rationale or background to Policy:

Oregon Family Support Network (OFSN) is committed to ensuring that staff travel is conducted safely, responsibly, and in a cost-effective manner. Travel must be by the most direct and reasonable route available, and the selected mode of transportation must balance economy, efficiency, and the purpose of the trip.

### **Air Travel:**

When air transportation is required for business purposes, tickets must be purchased in coach or economy class. Any voluntary upgrades are at the employee's personal expense and will not be reimbursed.

### **Automobile Travel:**

When automobile travel is deemed the most appropriate mode of transportation, employees are required to adhere to all applicable provisions of this policy governing the use of personal vehicles and ground transportation.

## 2. Policy

### 2.1 Ground Transportation – Rental Vehicles

For work-related trips exceeding 200 miles round trip and requiring at least one overnight stay, staff may utilize a rental vehicle.

Reservations for approved rental vehicles must be initiated through a Travel Request Form and require written approval from the employees' Supervisor and the appropriate Director prior to booking.

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## 2.2 Transporting Families

OFSN employees are prohibited from transporting families served by OFSN in their personal vehicles.

Employees may transport families in rented vehicles for OFSN-sponsored events only after:

- Supervisor approval is obtained, and
- Insurance coverage and liability considerations have been reviewed and deemed appropriate.

## 2.3 Transporting Staff and Volunteers

Employees may transport other OFSN staff members, Board members, or volunteers in their personal vehicles while conducting official OFSN business. Such transportation must be undertaken using sound professional judgment and in full compliance with all applicable safety standards and insurance requirements set forth in this policy.

## 2.4 Use of Private Automobile for Work

Employees who use their personal vehicle for OFSN business must:

- Maintain automobile insurance coverage at or above Oregon state minimum requirements.
- Ensure the vehicle is in safe operating condition.
- Comply with all applicable traffic laws.
- Submit mileage reimbursement requests in accordance with the OFSN Mileage Reimbursement Policy.

Mileage reimbursement will be paid at the current IRS standard rate as described in the OFSN fiscal policy.

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## 2.5 Driver Eligibility Requirements

Employees who operate a private vehicle for OFSN business must possess a valid driver's license and meet the following standards:

Employees may not have:

- Three or more moving violations and/or at-fault accidents (combined) within the past three years.
- Any major moving violation or criminal driving offense within the past five years (including, but not limited to, driving under the influence, reckless driving, or alcohol-related offenses).
- More than four license suspensions or reinstatements within a three-year period.
- A citation for driving without insurance.

Failure to meet these requirements may result in the revocation of authorization to use a personal vehicle for OFSN business and may lead to disciplinary action, up to and including separation of employment.

## 2.6 Automobile Insurance

Employees who use a personal vehicle for OFSN business are responsible for maintaining automobile insurance coverage that meets or exceeds the minimum requirements established by the State of Oregon. Valid proof of insurance must be provided and maintained in the HRIS system at all times.

## 2.7 Mileage Reimbursement

Employees should refer to the OFSN Mileage Reimbursement Policy for additional calculation and submission requirements.

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## 2.8 Accident Reporting and Property Damage

Employees must immediately report to supervisor and Human Resources

- Any traffic violation received while conducting OFSN business,
- Any motor vehicle accident, and
- Any change in driver's license status.

Failure to report such events may constitute a policy violation and may result in disciplinary action, up to and including separation.

A completed Auto Accident Report Form must be submitted to the employee's supervisor no later than the end of the business day on which the incident occurred, or as soon as reasonably practicable thereafter.

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## 2.9 Safe Driving Requirements

All employees operating a vehicle for OFSN business must comply with the following safety standards:

- Questions regarding safe driving practices, health and safety concerns, or perceived hazards must be directed to the employee's supervisor.
- All motor vehicle accidents involving property damage or bodily injury must be reported in accordance with the OFSN Emergency, Crisis, and Incident Reporting Policy.
- Driving under the influence of alcohol, cannabis, controlled substances, or any impairing medication is strictly prohibited.
- Vehicles that are unsafe or mechanically deficient must not be operated.
- Seat belts and shoulder restraints must be worn by all occupants at all times while the vehicle is in operation, consistent with Oregon law.
- Employees must maintain current knowledge of and comply with all applicable traffic laws and regulations.
- Vehicle maintenance remains the responsibility of the vehicle owner.
- Mobile device use while driving must comply with Oregon state law. Handheld use is prohibited except where legally permitted, including:
  - Summoning emergency assistance when no other vehicle occupant is capable of doing so;
  - Use by a driver age 18 or older of a lawful hands-free device that allows both hands to remain on the steering wheel.
- Employees are personally responsible for all fines, citations, penalties, and related costs. OFSN will not reimburse traffic violations or associated fees.