BENCO
Personnel Manual

VEHICLES

Requirements for drivers:

1. Must be at least 18 years of age.
2. Must have a valid Driver's License.
3. Must meet standards set by the insurance company providing coverage to Benco.

A clipboard will be maintained in each vehicle. Drivers must record mileage, trips, dates and initial for each use.

Each program will provide keys. Keys must be returned to the appropriate program after each use.

The vehicles will be used expressly for meeting the needs of the residents of Benco programs and to participate in community activities. Vehicles can be used to transport community-based residents in need of transportation as designated by the Executive Director. Vehicles are not for personal use by Benco employees.

No employee's friends or relatives are allowed to drive company vehicles and must have prior approval from the Executive Director to ride in a company vehicle each time.

Employees must be trained in driving, lift usage, wheelchair tie downs, and maintenance prior to use. This includes driving practice prior to transporting residents.

Vehicles are to be cleaned and free from garbage on the inside after each use. Employees will be expected to vacuum and/or wipe down the inside of the vehicle after each use if needed.

Food, drinks and smoking (see smoking policy) are not permitted in any Benco vehicles.

Approved By: Julie Hansen
Julie Hansen, Benco Board President

Date: 5/7/26