

**MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

Department: Administrative Services-Human
Resource Management

Policy Number: HHS-ADM-HRM 3111

Policy Title: HHS Vehicle Use

Attachments: Vehicle Sign-Out Sheet; Vehicle Mileage Log

Revision History: 8/2019

Revised by/Date: Holly Hunter 1/2022

Approved by:

Date:

Carmen Kalk, Executive Director of Human Services



2/2/22

Approved by:

Date:

Nicole Anderson, Commissioner of HHS



2.3.22

POLICY STATEMENT: Mille Lacs Band Health and Human Services (HHS) provides vehicles for business use. Each HHS department will manage the signing out and signing in of the HHS vehicles they are responsible for and ensure all vehicles are maintained and used according to this policy.

PURPOSE: The purpose of this policy is to provide consistent usage and consistent documentation of vehicle usage across all HHS departments.

PROCEDURE: All employees who use HHS vehicles must be eligible for the Mille Lacs Band's auto insurance and be on the Band's drivers list. Vehicles must be returned clean.

Smoking

There is no smoking allowed in HHS vehicles.

Sign Out/In

The Executive Director or the Director of each HHS department designates staff to manage a vehicle sign-out sheet for vehicle use in their department. Employees are responsible for letting the designated staff know when they returned the vehicle and in what condition it was returned. (i.e. miles driven, if fuel was purchased, results of pre-drive inspection).

Mileage Log

A mileage log sheet is kept in each HHS vehicle. All HHS employees are responsible for documenting every trip on the mileage log.

Maintenance Log

A maintenance log or folder must be kept on each vehicle in the department.

Record Keeping

Vehicle sign-out sheets and mileage logs are kept for a minimum of 5 years.

**MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

Auditing

Monthly log reports are submitted to supervisors/directors to be included in the department's quarterly reports.

Damage to the Vehicle/Accident

If an employee experiences an accident or damage to the vehicle, it must be reported to their immediate supervisor as soon as possible.

Vehicle Inspections

Employees are responsible for inspecting a vehicle before use and making a note of existing damage to the vehicle.

Winter Driving Survival Kits

All HHS vehicles will be equipped with a winter survival kit. Elements of the kit should include but is not limited to:

- Blanket
- Windshield scraper/snow brush
- Flashlight

Internal and/or External References	
Compliance - Posting Date	2/13/2022 <i>HT</i>
Replaces – Policy Number	
Next Review - Due Date	