



**BOYS & GIRLS CLUBS**  
OF THE PENINSULA

## **BGCP VEHICLE USAGE POLICY**

### **Policy Statement:**

BGCP vehicles may be used for transporting supplies, members, employees, board members, etc. They are for club related activities only, not for personal use. Only drivers approved by our insurance carrier may drive a BGCP vehicle. The Human Resources Director keeps Unit Directors apprised of approved drivers. If there is any question as to whether an employee is approved to drive, check with the Human Resources Director.

Keys – The Unit Director is responsible for the keys to the vehicles kept at his/her site.

Vehicle Log Book – The Unit Director is responsible for making sure that each of the vehicles kept at their site has a log book. Drivers must record trip information in the log book any time they use a vehicle. Sites must fax their vehicle log sheets to the Administration Assistant at the end of each month.