

# **Humane Society**

## **INSTRUCTIONS FOR OPERATOR'S OF SHELTER VEHICLES**

1. Only employees and board members of the Humane Society may operate shelter vehicles.
2. All operators of XXXX vehicles must possess a valid driver's license.
3. Each operator is responsible to ensure that the vehicle registration and proof of insurance is in the vehicle prior to operation.
4. Gas & Oil will be purchased from the cheapest vendor possible using either of the following:
  - a. Shelter credit card – ensure you obtain a receipt and return it to the Office Manager.
  - b. Cash from petty cash funds (leave note to Office Manager if petty cash funds are taken and what they were taken for). Return receipt and any change to the Office Manager.
  - c. Personal funds which will be reimbursed upon presentation of a receipt to the Office Manager.
5. All operators are responsible for obeying all laws, rules and regulations for driving. Any driver who is cited for such things as speeding or disobeying other driving laws is personally responsible for paying any tickets and/or going to court (time to attend a court hearing/meet with a lawyer in regards to an 'at fault' charge is time "off-clock" for pay purposes). Any person found at fault for a driving infraction while driving a shelter vehicle is also liable for disciplinary action.
6. Any operator (and any passengers) injured in a shelter vehicle will seek medical assistance in accordance with the severity of the injury. If in doubt – go to a hospital! Any operator involved in any kind of accident (moving or parking lot), will also call the police for a police report and report the incident promptly to the shelter director.
7. Shelter vehicles will be kept clean of trash, food, etc – clean up when you finish your use of a vehicle!
8. Operators of shelter vehicles will remember that they represent our shelter every time they are out in public and will drive and conduct themselves with the utmost professionalism at all times.

Director  
Humane Society