



Program Vehicle Use Policy

It has been the practice of Head Start/Early Head Start to purchase staff vehicles for use in the completion of the home visit portion of the program. All program vehicles are to be utilized for work related purposes only! As these vehicles age and become outdated, they will be replaced as funding is identified and becomes available. With the increased demand for use of staff vehicles, a priority system has been developed for vehicle use.

Priority for vehicle utilization is as follows:

1. HS/EHS Home Visitors who complete home visits will prioritize, within each center, with priority given to those traveling the greatest distance from the assigned center.
2. Center-connected or program-related functions, i.e. Food Service Managers to go grocery shopping, Center Supervisors and program staff to attend program sponsored or required meetings, etc.
3. Completion of vehicle maintenance. Efforts will be made to complete required services on non-class days to avoid conflict with priorities one and two.
4. Families may be transported to a medical provider or a dental appointment
5. Adult participation for center sponsored activities.

It is the responsibility of all Head Start/Early Head Start employees to ensure the cleanliness of program vehicles, both inside and out, as staff are representing the grantee and the program.

If an employee locks the keys in a staff car, the College of Southern Idaho Head Start / Early Head Start Program will pay locksmith fees, **one (1) time only**. Any additional instances will be at the employee's personal expense.

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Updated 6/22/10

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