

**Policy:**

If the Palmer's Home Care site where you are working has a company vehicle, you as the staff person must use that vehicle to provide transportation to and from places for our individuals. If there is a company vehicle available, you as the employee must use that vehicle for your work-related transportation. Palmer's Home Care utilizes Farm Bureau Insurance for our fleet coverage, and this insurance policy will not cover you as the employee nor our individuals in the event of an automobile accident. The fleet insurance provided by Palmer's Home Care is very limited when Palmer's staff are driving in personal vehicles.

Residential and Day Program staff are not to use their personal vehicle to transport individuals unless given permission from the Owner, CEO, or COO.

**Professional staff, as in Degreed Professional Managers, Administrative Staff, Nurses, and Upper Management, may drive their personal vehicles while performing duties for Palmer's Home Care if:**

- **A copy of their current car insurance policy is on file**
- **The automobile is in good working order**
- **The car is well maintained, and all routine inspections are completed, with the required documentation provided upon request.**
- **Proof of routine maintenance can be provided upon request**