

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 03/08/06	SECTION: Facilities	
BOARD APPROVED ON: 03/08/06	DATE REVISED: 03/08/06, 09/15/15, 07/18/17, 10/11/2023, 09/23/2026	SUBJECT: Vehicle Acquisition & Disposal	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 07/18/17, 11/21/18, 11/18/20, 11/18/2022, 10/11/2023, 9/23/2026		POLICY #: EB-004	PAGE #: 1 of 3

I. APPLICATION

The provisions stated herein shall apply to all employees of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It is the policy of Blue Water Developmental Housing to establish a policy to expedite the process of acquiring and disposing of vehicles.

III. NOTIFICATION/PROCEDURE

A. Vehicle Acquisition

WHO

Executive Director

Finance Director

Administrative Services
Division Director

DOES WHAT

1. Notifies finance director, administrative services division director, and program division director of purchase plan approval and method of purchase (i.e., cash, lease, finance)
2. Ensures vehicle payment is completed.
3. Arranges for insurance coverage of vehicle.
4. Ensures title, registration and plates are obtained.
5. Ensures a master key, title and vehicle information is placed in master vehicle file and key box.
6. Updates vehicle inventory list.
7. Notifies division director of new acquisition and date vehicle can be put in services.

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		PAGE #: 2 of 3

III. NOTIFICATION/PROCEDURE (continued)

WHO

Division Director

DOES WHAT

8. Notifies Program of new vehicle acquisition and assigns pick up date.

Senior Account Clerk

9. Orders Fleet Fuel and Driver Card.

Program Supervisor

10. Obtains proof of insurance from the administrative services division director, fuel card from senior account clerk, and a key from the executive assistant.

11. Ensures new vehicle is equipped with fire extinguisher, first aid kit, handicapped parking permit and mileage logs.

B. Vehicle Disposal

WHO

Program Director

DOES WHAT

1. Notifies the finance director, the administrative services division director, and the executive director of the vehicle to be disposed of.

2. Signs off on the title of the vehicle and forwards it to the administrative services division director.

Administrative Services
Division Director

3. Consults with the executive director regarding disposal options.

Program Supervisor

4. Turns key into the executive assistant. Gives senior account clerk the fuel card.

5. Drops vehicle off at admin office with keys.

Administrative Services
Division Director

6. Removes and destroys license plate (unless it is being transferred to another vehicle).

7. Cancels vehicle insurance when sold.