

GMC Vehicle Use Agreement-Field Staff

It shall be the Policy of the Green Mountain Club (GMC) to conduct all operations safely by instituting appropriate measures that will prevent injuries to persons and damage to property. When work starts with GMC, an employee has the right to expect a safe place to work and to be provided with the tools, equipment, and training to work safely.

The Green Mountain Club has a commitment to safe operation of motor vehicles.

Employees operating GMC vehicles agree to the following:

1. Safety

- Maintain a valid driver's license
- Abide by all applicable State and Local laws for safe operation of motor vehicles, including obeying speed limits and wearing safety belts.
- Complete the Vehicle Safety Checklist form at the beginning of each week
- GMC vehicles are smoke free
- Prohibit use of hand-held devices when operating a motor vehicle.
- Keep vehicles clean and free of litter
- Avoid leaving valuables in vehicles when parked at trail heads or work sites.
- Notify your supervisor about any vehicle damage or needed repairs

2. Use

- Vehicle use is approved and managed by the Field Supervisor
- Fill out mileage log for use of a vehicle
- GMC vehicles are provided for work-related use only.
- GMC vehicles are not intended for personal use or use after hours
- Vehicles are not available to general field staff without prior permission from the director of trail programs or field supervisor.