

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

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

**I. APPLICATION**

The provisions stated herein shall apply to all employees of the 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**

<b>WHO</b>	<b>DOES WHAT</b>
Executive Director	1. Presents vehicle purchase plan to the Board of Directors.
Board of Directors	2. Approves or denies the purchase plan (if approved, continue to step #3)
Executive Director	3. Notifies finance director, administrative services division director, and program division director of purchase plan approval and method of purchase (i.e., cash, lease, finance)
Finance Director	4. Ensures vehicle payment is completed.
Administrative Services Division Director	5. Arranges for insurance coverage of vehicle.
Finance Director	6. Ensures title, registration and plates are obtained.
Administrative Services Division Director	7. Ensures a master key, title and vehicle information is placed in master vehicle file.
	8. Updates vehicle inventory list.
	9. Notifies division director of new acquisition and

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date vehicle can be put in services.

10. Provides finance director with vehicle identification number, plate number

**III. NOTIFICATION/PROCEDURE (continued)**

**WHO**

Division Director

**DOES WHAT**

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

Finance Director

12. Orders Fleet Fuel and Driver Card.

Program Supervisor

13. Obtains proof of insurance and vehicle key from administrative services division director.

Program Supervisor

14. Picks up Fuel Card and Driver Card when delivered.

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

**B. Vehicle Disposal**

**WHO**

Executive Director

**DOES WHAT**

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

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

Administrative Services  
Division Director

3. If vehicle is a SCCCMHA vehicle, notifies them of intent to return. If vehicle is owned by BWDH, consults with executive director regarding disposal options.

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Division Director, Program Services

4. Notifies supervisor of intent to dispose. Assigns date for supervisor to drop vehicle off at CMH if CMH owned vehicle. If BWDH owned vehicle, assigns date to drop off at office

**III. NOTIFICATION/PROCEDURE (continued)**

Program Supervisor

5. Turns key into administrative services division director. Gives fiscal analyst fuel and driver card
6. Drops vehicle off at SCCCMHA or office with title, keys and maintenance records. Fills out request to dispose of and forwards to executive director
7. Removes and destroys license plate (unless it is being transferred to another vehicle).

Administrative Services Division Director

8. Cancels vehicle insurance if CMH owned vehicle, Notifies division director of disposal
9. If BWDH owned vehicle, maintain insurance until vehicle is sold.