



DOCUMENTING MILEAGE FOR PCAs AND HOMEMAKERS who also work as PCAs

POLICY

Effective July 15, 2015 the mileage reimbursement for PCA and Homemakers who also work as a PCA will be .57/mile. Only mileage from one visit to the next consecutive visit, in the same day, will be reimbursed. Reimbursement will not occur for what constitutes traveling to work or going home at the end of the work day.

SEMCIL must verify the automobile insurance and motor vehicle record of each employee before the employee is eligible for mileage reimbursement. Please submit to SEMCIL Human Resources:

- Proper verification that the vehicle is insured at a minimum of \$100,000 per person, \$300,000 per incident and \$50,000 property damage.
- Valid and current driver's license
- Completed and signed MVR Form

Any change to the status of an employee's driver's license (i.e., renewal, revocation or suspension) and/or auto insurance (i.e., renewal or carrier change) is to be immediately reported to Human Resources. Violations to this policy that may result in the employee not being allowed to use their personal vehicle for agency business include, but are not limited to:

- Reckless or careless driving
- Failure to wear seat belt
- Driving under the influence of drugs or alcohol

INSTRUCTIONS

The most accurate means of calculating mileage is by using the start and end trip meter/odometer readings, or through a mileage –calculating software, such as Google Maps. Mileage is to be calculated to the nearest mile. Example: if the odometer reading ends in .1 to .4, round down; .5 and above, round up.

Documenting Mileage for OMR Sheets

- Track your mileage from the last PCA Recipients house.
- Write in the mileage in the "Mileage Miles to visit" or "Miles Driven TO Patient's Residence" box on the front of the timesheet.
- Bubble in the corresponding bubble(s).
- Do not enter anything in for drive time.

Documenting Mileage for Dial-n-Documents (DnD) Telephony system

- Track your mileage from the last PCA Recipients house
- Continue through the telephony prompts.
- After it asks you the type of visit, it will ask you the mileage.
- Enter your mileage and then press '#'.
- Continue through telephony prompts.

Southeastern Minnesota Center for Independent Living, Inc. (SEMCIL)

MOTOR VEHICLE RECORD (MVR) DISCLOSURE AND RELEASE OF INFORMATION

(THIS PAGE COMPLETED BY APPLICANT)

It is understood that in connection with my application for employment, or ongoing employment, my job position may require me to drive on agency business. I understand that a Motor Vehicle Record (MVR) contains personal information and public record information concerning my driving record from federal, state and other agencies which maintain such records.

I understand that the insurance company writing SEMCIL's automobile insurance coverage requires a copy of my current driving record to assess my insurability. If hired, this authorization shall remain on file and shall serve as ongoing authorization to procure such reports at any time during my employment.

I hereby authorize, without reservation, any party or agency contacted to furnish the above-mentioned information to SEMCIL.

SEMCIL's commercial auto insurer and agent will also use this information in conjunction with loss control and safety review efforts.

If being offered employment in *Minnesota, California or Oklahoma*, are you requesting a copy of the MVR? Yes No

Full Legal Name (print and include middle initial): _____

Driver's License Number: _____ State: _____

Signature: _____ Date: _____