

RESOLUTION 23-R-47

**IOWA TRIBE OF KANSAS AND NEBRASKA
EXECUTIVE COMMITTEE
December 13, 2023**

- WHEREAS, The Iowa Executive Committee being duly organized met in Regular Meeting this 13th day of December, 2023; and,**
- WHEREAS, The Iowa Tribe Executive Committee has authority to act for the Iowa Tribe under the present Constitutional authority as provided in Sec. 1.a., Article V - Powers; and,**
- WHEREAS, The Iowa Tribe of Kansas and Nebraska being organized and empowered by their Constitution and Bylaws (approved November 6, 1978, and amended August 27, 1980); and,**
- WHEREAS, The Iowa Tribe of Kansas and Nebraska is creating stronger community engagement and governance processes by formalizing policies and procedures;**

NOW THEREFORE BE IT RESOLVED, that the undersigned Tribal Council does hereby adopt the Tribal Vehicle Use Policy set forth in Attachment A effective December 30, 2023.

CERTIFICATION

The foregoing Resolution was duly adopted this date, December 13, 2023, in a Regular Meeting of the Executive Committee, at which ___ members of the Committee were present, constituting a quorum, by a vote of ___ for, ___ against. Chairman abstained.

Timothy N. Rhodd, Chairman
Iowa Tribe Executive Committee

ATTEST:

Anthony G. Fee, Secretary
Iowa Tribe Executive Committee

Attachment A

IOWA TRIBE OF KANSAS AND NEBRASKA TRIBAL VEHICLE USE POLICY

1. Tribal vehicle use is limited to Tribal staff, Executive Committee Members and selected individuals as approved by the Executive Committee. The Executive Committee may consider past driving records prior to authorizing vehicle use. Drivers must provide copies of a valid driver's license and proof of insurance to Human Resources to be placed in personnel files prior to being named an authorized driver.
2. If an employee loses their driver's license or fails to maintain vehicle insurance, they must report that to the Tribal Administrator immediately. Failure to do so within seven (7) days may result in disciplinary action up to and including termination. If transportation is a critical part of the job duties, the employee may be terminated or transferred to a position which does not require operating a vehicle.
3. All Tribal vehicle use not job related must be approved in advance by the Tribal Administrator or by a vote of the Executive Committee.
4. Authorized drivers are responsible for utilizing the vehicle properly. Unauthorized activities include but are not limited to:
 - a. Failure to obey speed limit.
 - b. Failure to obey all rules of the road.
 - c. Failure to drive responsibly and defensively.
 - d. The carrying of unauthorized passengers must be approved in advance by a vote of the Executive Committee.
 - e. Using a Tribal vehicle without prior authorization.
 - f. Commuting with a Tribal vehicle between home and office.
 - g. Leaving vehicle unlocked, with keys in the ignition, or running when unattended.
 - h. When using a truck, no one may ride in the truck bed and all loads must be secured against shifting and loss.
 - i. Driving under the influence of alcohol or other drugs.
5. Authorized drivers are responsible for ensuring that all passengers are authorized. The following passengers needs no approval: Tribal employees, Executive Committee Members, federal employees and other persons conducting official business with the Tribe.
6. All occupants of a Tribal vehicle must wear seatbelts properly.
7. Smoking is prohibited in a Tribal vehicle.
8. Authorized drivers are responsible for any moving violations, offenses, fines or tickets received while the vehicle is in the driver's custody. Any tickets received pertaining to the condition of the vehicle (ex; bald tires, expired tags, non-working lights) will be the responsibility of the Tribe.

9. If a Tribal vehicle is involved in an accident, the authorized driver is responsible for the following:
 - a. Getting help for anyone injured.
 - b. Calling police. In the event of a non-injury accident the authorized driver of the Tribal vehicle may exchange information with other driver(s), if no other driver(s), accident shall be reported to supervisor and not notify police
 - c. Complete an accident report including location, information about the other vehicle(s), property of people involved, estimation of extent of injuries or damages and an account of what occurred. Do not admit fault.
 - d. Calling the Tribal office.
 - e. Remaining at the scene of the accident until the police release you from the scene.
10. The authorized driver is responsible that the interior of the vehicle is trash free after each use. If the next authorized driver finds the interior not clean, they should file a report immediately with the Tribal Administrator. The previous driver may be charged a cleaning fee by the Tribe.
11. The authorized driver is responsible for reporting any needed maintenance of the vehicle to the Tribal Administrator.
12. Use of a Tribal vehicle between home and the office without advance approval for each use is prohibited. No Tribal vehicle is to be stored at a place of residence unless it is advantageous to the Tribe and has been approved by the Tribal Administrator or by a vote of the Executive Committee. Examples include when departure or return from travel occurs outside of Tribal office hours.
13. Any allegations of abuse of the provisions of this policy will be investigated to the fullest extent possible. Failure to abide by this policy may result in denial or restriction of use of Tribal vehicles and travel privileges. Violation or repeated violation shall be considered reasonable cause for termination of employment. In the event the violator is a member of the Executive Committee, the termination of the violator's term of office may be sought.