

TRIBAL VAN CHECKOUT POLICY

A. Authority

This Policy is adopted under the inherent sovereign authority of the Tribe and pursuant to the powers of the Tribal Council to regulate the use of Tribal property for the benefit of the

B. Purpose

The purpose of this Policy is to establish clear rules, responsibilities, and procedures for enrolled Tribal members to temporarily check out and use designated Tribal vans in a safe, equitable, and accountable manner.

C. Policy Statement

Tribal vans are community assets intended to support Tribal members' transportation needs consistent with Tribal purposes. Use of Tribal vans is a privilege, not a right, and is subject to compliance with this Policy and any applicable Tribal, state, and federal laws.

D. Definitions

For purposes of this Policy:

- **"Tribe"** means the Tribal government.
- **"Tribal Council"** means the duly elected governing body of the Tribe.
- **"Tribal Office"** means the administrative office designated to manage vehicle checkouts.
- **"Designated Tribal Vans"** means those vans approved by the Tribe for member checkout under this Policy.
- **"Enrolled Tribal Member"** means a person officially enrolled as a member of the Tribe.
- **"Authorized Driver"** means an enrolled Tribal member approved to operate a Tribal van pursuant to this Policy.

E. Eligibility

1. Only enrolled Tribal members who are at least eighteen (18) years of age may request to check out a designated Tribal van. An exception applies when the vehicle is used for official Tribal Government, Tribal School, Tribal Housing Authority, or Tribal Enterprise business, in which case the individual operating or requesting the vehicle is not required to be an enrolled Tribal member but must be an approved employee.
2. The requesting member must possess a valid, unrestricted driver's license.

3. The requesting member must not be under any active suspension or restriction from using Tribal property.
4. Proof of insurance coverage, if required by the Tribe's insurer, must be provided prior to approval.

F. Permitted Use

1. Tribal vans may be used for:
 - Medical appointments;
 - Educational purposes;
 - Employment-related transportation;
 - Cultural, community, or family-related needs approved by the Tribal Office.
2. Use of Tribal vans for commercial, for-profit, or unlawful purposes is strictly prohibited.
3. Vans may not be taken outside approved geographic areas without prior written authorization. For purposes of this policy, the approved geographic area is limited to the State of Washington and the greater Portland, Oregon metropolitan area.
4. Use is limited to 3 times per calendar year unless approved by the General Manager.

G. Prohibited Use

Disclaimer: The Tribal van(s) are provided exclusively to support official Quileute Tribe business and approved cultural, educational, governmental, and community events. Under no circumstances shall a Tribal van be used for personal purposes.

Prohibited personal use includes, but is not limited to, family vacations, personal travel, and any recreational outing, sporting event, entertainment event, or other activity that is not conducted as part of an approved Quileute Tribe program or an approved external organization-sponsored event authorized by the Tribe. Any activity that is not directly related to an authorized Tribal function or approved organizational event shall be considered unauthorized personal use.

Any use of a Tribal van outside the scope of this policy must receive prior written approval from the General Manager or Tribal Council, as applicable under existing policy.

Unauthorized personal use may result in suspension or revocation of vehicle privileges, disciplinary action, reimbursement of associated costs, and any other corrective action authorized by Tribal policy.

Other prohibited uses:

- Operation of a Tribal van by any person other than the Authorized Driver.
- Use while under the influence of alcohol, marijuana, controlled substances, or impairing medications.
- Transport of illegal substances or contraband.
- Use that results in excessive wear, misuse, or abuse of the vehicle.
- Any use contradictory to all applicable state traffic laws.

H. Checkout Procedures

1. All requests must be submitted to the Tribal Office using the approved vehicle checkout form.
2. Requests are subject to availability and approval on a first-come, first-served basis, unless priority is otherwise established by the Tribe.
3. Prior to release of the vehicle, the Authorized Driver shall:
 - Present a valid driver's license;
 - Review and sign the checkout agreement acknowledging responsibility;
 - Complete a pre-use vehicle inspection checklist.
4. The Tribal Office shall document:
 - Date and time of checkout;
 - Intended purpose and destination;
 - Expected return date and time;
 - Vehicle condition at checkout.

I. Return Procedures

Maximum Checkout Period.

1. Vans must be returned by the agreed upon date and time, and in no event later than six (6) business days from the checkout date unless a written extension has been approved in advance.
2. Upon return, the Authorized Driver shall:
 - Complete a post-use inspection checklist;
 - Report any damage, mechanical issues, or incidents immediately.

3. Failure to return the vehicle on time without prior approval may result in suspension of checkout privileges.

J. Fuel, Cleaning, and Maintenance

1. The Authorized Driver is responsible for returning the van with at least the same fuel level as at checkout, unless otherwise specified.
2. The van must be returned reasonably clean and free of trash.
3. Routine maintenance remains the responsibility of the Tribe; however, damage caused by misuse or negligence may be charged to the Authorized Driver.

K. Accidents and Damage

1. Any accident, damage, theft, or vandalism involving a Tribal van must be reported immediately to:
 - Local law enforcement, if applicable; and
 - The Tribal Office.
 - If the Tribal Office is closed or the incident occurs after business hours, notification must be made as soon as possible on the next business day, and reported to the designated after-hours contact (e.g., supervisor, on-call manager, or Tribal Police, if applicable).
2. The Authorized Driver must cooperate fully with any investigation or insurance claim.
3. The Tribe reserves the right to seek reimbursement for damages resulting from negligence, misuse, or violation of this Policy.

L. Mechanical Breakdown

1. In the event of mechanical breakdown, supervisor or tribal office designee needs to be notified as soon as possible.
2. If an issue occurs after business hours, it is the responsibility of the person who checked the vehicle out to store the vehicle in a safe location until the appropriate designee can be notified.

L. Liability and Indemnification

3. Use of a Tribal van is at the Authorized Driver's own risk, subject to applicable insurance coverage.

4. To the fullest extent permitted by law, the Authorized Driver agrees to indemnify and hold harmless the Tribe from claims arising out of unauthorized or prohibited use.

M. Enforcement and Penalties

1. Violations of this Policy may result in:
 - Suspension or revocation of van checkout privileges;
 - Requirement to reimburse the Tribe for damages or costs;
 - Referral to Tribal Council or other appropriate authority for further action.
2. Repeated or serious violations may result in permanent loss of privileges.

N. Administration

1. The Tribal Office is responsible for administering this Policy, maintaining records, and enforcing compliance.
2. The Tribal Council or its designee may adopt procedures, forms, or guidelines consistent with this Policy.

O. Amendments

This Policy may be amended by the Tribal Council at any time.

P . Effective Date

This Policy shall take effect upon adoption by the Tribal Council.