

## ADMINISTRATIVE POLICY

- 1 Drivers
  - 1.1 Potential employees being considered for a position requiring the operation of vehicles must have a driving record acceptable to OPTIONS' vehicle insurance carrier. OPTIONS insurance carrier will check the driving record of potential employees with the signed permission of the potential employee. Only persons meeting OPTIONS' Motor Vehicle Insurance Carrier standards will be allowed to transport persons.
  - 1.2 Any applicant whose driving history indicates a pattern of unsafe vehicle operation will not be allowed to transport persons.
  - 1.3 All employees must pass the Road Test given by the Program Supervisor or Program Manager, **before** they may transport persons.
  - 1.4 No employee will be permitted to drive an OPTIONS vehicle without first having taken and passed the OPTIONS Driver Safety Training course. Each employee in order to continue to transport persons, must be re-certified in the OPTIONS Driver Safety Training course every three years.
- 2 OPTIONS will reimburse employees on a per mile basis or provide a driving stipend when they drive their own vehicles, allowable under the following circumstances:
  - 2.1 Use of employee's own vehicle for on-the-job duties must be pre-approved by either the Chief Executive Officer, Program Director or Program Manager, or administrative designee.
  - 2.2 Employees must have current automobile insurance for their personal vehicles. OPTIONS' policy will provide coverage secondary to the vehicle owner's primary/personal policy.
  - 2.3 Reimbursable mileage must be used in the transport of person(s) or must be specifically related to the employee's job functions on the day the vehicle is used.
  - 2.4 An employee may drive his/her own vehicle only when no OPTIONS vehicle is available. The employee vehicle must be in good repair and evidence of insurance must be provided. Program Supervisors and Managers will make every effort to schedule appointments for supported persons around OPTIONS vehicle availability.
  - 2.5 Employees will not be compensated for driving to and from their

## ADMINISTRATIVE POLICY

scheduled work site. Mileage compensation will be provided when employees travel from one work site to another during a scheduled shift. All travel should be pre-approved (see 2.1).

- 2.6 Mileage reimbursement claims are to be submitted to the Program Supervisor with time cards every two weeks. Reimbursement will be processed and disbursed on employee's paycheck.

### 3 Use of Vehicles

- 3.1 All field trips and car/van use must be pre-authorized by the Program Supervisor or Manager, who in turn must be aware of the vehicle's proposed use and destination. The vehicles are to be used for program or outings that reflect the unique needs and preferences of persons served. Employees may not depart the program site in a vehicle without first checking to see if any other persons served require transportation or if there are other plans for the use of the vehicle. Cooperation and communication among staff members are vital for the efficient use of transportation resources.
- 3.2 In the event a behavioral issue develops with a person while the vehicle is in motion and on the road, the driver will pull the vehicle over to the side of the road and turn on the vehicle hazard lights. If a cell phone is available to the driver, the driver will immediately contact his or her supervisor. The driver is to remain with the person(s) served and the trip is not to be resumed until the problem has been resolved. If possible, the supported person with the behavior issue will be moved to another seat with another staff person if present. *All behavioral incidents must be documented on a Special Incident Report Form.*
- 3.3 Eating and drinking in OPTIONS' vehicles is strictly prohibited. If food or liquids are being transported, they must be secured in a container in the trunk of the car or in the back of the van. A violation of this policy may result in requiring the employee to complete a self-study version of the OPTIONS Driver Safety course and passing a test on the covered material before resuming driving duties.
- 3.4 Smoking or the use of a cell phone or other electronic device while driving in OPTIONS' vehicles is strictly prohibited. Any violation of this policy will result in the employee being suspended from driving OPTIONS' vehicles and/or transporting OPTIONS' supported persons until having successfully completed OPTIONS' Driver Safety course. At the discretion of the HR Director, additional disciplinary actions may be imposed.

## ADMINISTRATIVE POLICY

- 3.5 OPTIONS' vehicles must remain locked at all times when parked. Persons served may not remain in any vehicle without direct staff supervision. A violation of this policy will result in the employee being suspended from driving OPTIONS' vehicles and/or transporting persons served by OPTIONS' until having successfully repeated OPTIONS' Driver Safety course. At the discretion of the HR Director, additional disciplinary actions may be imposed.
- 4 Vehicle Problems and Accidents
  - 4.1 Vehicle problems and accidents must be reported to the Chief Executive Officer, administrative designee, or the Program Director as soon as possible following discovery of the problem or occurrence of an accident. Any vehicle damage, needed repairs (large or small), or accident (no matter how minor) must be reported. A vehicle accident report form must be completed and submitted to the Chief Financial Officer, following a verbal accident report.
  - 4.2 Any employee involved in a vehicle accident, regardless of fault, must meet with the Human Resources Director and will be required to complete a self-study version of the OPTIONS Driver Safety course and successfully pass a test on the covered material. Any employee involved in a vehicle accident found at fault will be suspended from driving OPTIONS vehicles and/or transporting persons until such time as the course and test have been successfully completed. He/She will also be drug tested.
  - 4.3 If an employee is found to be at fault in more than one accident, no matter how minor, during his or her employment with OPTIONS, driving privileges for OPTIONS' vehicles may be permanently revoked. This revocation may jeopardize the employee's continued employment with OPTIONS.
  - 4.4 The OPTIONS Vehicle Log, present in each OPTIONS vehicle, specifies procedures for handling mechanical problems involving towing, vehicle repairs and tire repair and/or replacement. The Vehicle Log procedures must be followed for all vehicle problems.
- 5 Vehicle Log
  - 5.1 A Vehicle Log entry must be made each time an OPTIONS vehicle is driven. A Vehicle Log must be present in each OPTIONS vehicle at all times. All completed logs must be submitted to the Program Supervisor,

## ADMINISTRATIVE POLICY

whose responsibility it will be to review the logs for accuracy then submit them to the Administrator in charge of vehicles.

- 5.2 The Daily Vehicle Maintenance and Safety Inspection must be completed each day by the first person to drive the vehicle on that day. The Weekly Maintenance and Safety Inspection must be completed by a supervisor on a weekly basis. The Vehicle Sign-out Sheet must be completed every time the vehicle is driven, or whenever there is a change of drivers.
- 5.3 The gasoline credit card and all gas purchase receipts are to be kept in the zippered pouch in the Vehicle Log at all times. The Program Supervisor at each site will be responsible for submitting gas receipts to the Administrator in charge of vehicles at least monthly along with the Vehicle Log.
- 5.4 All OPTIONS vehicles must maintain at least one half tank of gas at all times.

### 6 Vehicle Equipment

- 6.1 Each OPTIONS-owned vehicle should be equipped with:
  - 6.1.1 first aid kit
  - 6.1.2 fire extinguisher
  - 6.1.3 flashlight
  - 6.1.4 spare tire in good repair
  - 6.1.5 road reflector kit
  - 6.1.6 CPR face mask

POLICY DATE: February 1996  
REVISED: March 2002  
December 2003  
April 2004  
August 2007  
December 2008  
May 2012  
July 2013  
February 2014  
September 2016  
October 2017  
REVIEWED October 2018  
November 2019

**ADMINISTRATIVE POLICY**