

Policy & Procedure

Policy Title: Use of Company Vehicles / Driving Standards

Policy Number: 404

Policy:

Arc Human Services has implemented driving standards to safeguard the individuals we serve, protect our staff, and to ensure that our vehicles are driven in a manner that maximizes their years of service.

This program requires the full cooperation of each employee to operate agency vehicles safely and to adhere to the responsibilities outlined in AAdvantage, Inc. / AHS' Vehicle Use Policy. AAdvantage, Inc. /AHS endorses all applicable state and local motor vehicle regulations relating to driver responsibility.

GPS System

All agency vehicles are equipped with a GPS fleet management system in order to improve safety, performance, and efficiency of all personnel. Each driver will be assigned a "Fob" that they must have in the car anytime they are driving a company vehicle. This fob is how the driver "signs in" to the vehicle. Employees are not permitted to use another employee's "Fob" to operate a company vehicle. In the event a "Fob" is lost or forgotten at home by the employee, the employee is to notify his/her supervisor. The GPS fleet monitoring system records the identity of the driver and extensive vehicle use information with special emphasis on speed, idle time, and aggressive driving activities. GPS monitoring reports will be reviewed daily by management and infractions of AAdvantage, Inc./AHS Vehicle Use Policy may be communicated with drivers to ensure full compliance with safe driving standards. Subsequent disciplinary action in accordance with offense categories listed below may be imposed for drivers found to be in violation of policy standards. Drivers found attempting to tamper with or disable GPS units will face disciplinary action, up to and including, termination. Employees who lose their Fob, requiring a replacement, will be charged a \$10 replacement cost.

Vehicle Operation

Drivers are expected to follow traffic laws at all times. Driving in a safe and courteous manner is expected at all times. Unsafe operations, fuel waste, unauthorized use of a motor vehicle or gas card, or exceeding the posted speed limit, or failure to report an accident may be subject to disciplinary action, up to and including, termination. In the event of excessive speeding or if a serious safety violation occurs, immediate suspension of driving privileges and/or disciplinary action, up to and including, termination may be imposed. Anyone operating a personal vehicle to conduct agency business or transporting individuals served are to follow all safe driving standards and applicable state laws.

The following shall serve as a progressive disciplinary system for Driving Standards Policy offences:

- First Offense -- Verbal Warning
- Second Offense -- Written Warning
- Third Offense -- Suspension with a requirement for retraining on related offense(s)

Management reserves the right to review and implement corrective action pertaining to vehicle use and safe driving infractions on a case-by-case basis. Management also reserves the right to expedite the disciplinary process, up to and including immediate termination, in lieu of following the progressive disciplinary process if the severity and nature of occurrence(s) warrant such action.

All occupants, including individuals served, must wear a seat belt/shoulder harness at all times when operating or riding in any vehicle used for Company business.

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Employees are to conduct inspections of vehicles prior to operation, in accordance with the instructions received in the safety-training course.

Employees are not to have unauthorized passengers in company vehicles, or to use the company vehicle for personal business, at any time.

Employees are to fill out the mileage log that is maintained in each vehicle. All employees are required to record the odometer reading prior to using the vehicle and then record the odometer reading upon returning the vehicle.

Arc Human Services will not be responsible for the cost of any traffic or parking violations incurred during the use of the vehicle unless the violation is due to equipment (expired inspection sticker, tail light or headlight not working etc.). Employees will be responsible to pay the cost of any tickets incurred due to their personal negligence. Should they fail to pay the cost of the ticket and the expense should fall on AAdvantage, Inc. / AHS, employees will be responsible to pay Arc Human Services the total cost incurred and may also face corrective action.

Accident Procedures

In case of an accident, the police shall be contacted along with the employee's supervisor, or the on-call program supervisor, and a Fleet Accident Investigation report should be filed while on the scene. The employee's supervisor or on-call program supervisor will contact the Fleet Manager.

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