

Policy Title: Driver Safety

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Statutory or Regulatory Citation:	Signature if needed:

Policy

It is the policy of St David’s Center that all staff that drive for business purposes maintain an acceptable driving record as defined in this policy. Staff will be required to complete a vehicle safety training prior to operating a St. David’s owned vehicle or if their job description identifies driving as an essential function.

Applies to Employee

- If an employee will regularly or frequently drive for business-related purposes
- If an employee is required to transport clients for their job -- (see job description)
- If an employee drives a company vehicle

Procedure

I. Evaluation of Employee Driving Record

Employees regularly operating personal vehicles for agency business or employees using an agency vehicle are required to maintain acceptable driving records per our agency definitions.

- In these cases, as a condition of employment, prospective employees will be required to have a valid driver’s license and carry an active vehicle insurance policy of at least \$100,000, dependent on the job description.
- If the employee’s job description states that driving is an essential function, the employee will complete a release of information allowing St. David’s to conduct a Motor Vehicle Record Check and will only be hired after obtaining an

“acceptable” Motor Vehicle Record (MVR).

- C. Employees are required to report any changes to their driving status and record (i.e. accidents, moving violations, DUI) to their supervisor and PTT (Policy, Training & Talent) at the time of the occurrence (including those occurring during the use of a personal car).

II. Cell Phone Safe Use Guidelines

St. David’s follows a strict hands-free policy in regard to cell phone use, requiring drivers to be ‘hands-free’, but allowing use of voice-activated commands in a ‘hands-free mode’ for calls and other functions like GPS navigation. Employees of St. David’s are required to adhere to the following guidelines:

- A. Drivers can use their cell phone only by voice commands or single-touch activation without holding the phone.
- B. The phone must be used “hands free”. Drivers may not hold a phone in their hand while the vehicle is being operated. A driver may not use their phone at any time in a way that distracts from driving, including but not limited to video calling, video live-streaming, gaming, looking at video or photos stored on the phone, using non-navigation apps, reading texts and scrolling or typing on the phone.
- C. Hand-held phone use is allowed only to obtain emergency assistance, if there is an immediate threat to life and safety, or when in an authorized emergency vehicle while performing official duties.

III. Definition of an Unacceptable Motor Vehicle Record

An Unacceptable Motor Vehicle Record for any applicant or current employee is one major violation occurring in the last five years or minor violations as described below occurring in the last three years from the date of inquiry:

A. One major violation defined as:

- i. Any felony in which a vehicle is used including homicide resulting from the operation of any unreasonable risk or with high degree negligence.
- ii. Driving under the influence of alcohol or illegal drugs.
- iii. Implied Consent
- iv. Refusal to take a breath analyzer test.
- v. Failure to stop, report, or comply with state statutes when involved in an accident.
- vi. Driving while license is suspended or revoked.
- vii. Reckless/Careless driving

- viii. Racing
- ix. Violation of a child passenger restraint
- x. Passing a stopped school bus with the stop arm extended and red lights flashing.

B. Unacceptable Motor Vehicle Record based on Minor violations are defined as:

- i. Three (3) or more moving violations within three (3) years not specifically listed above (i.e. speeding, seat belt violation, failure to obey traffic lights or signs, improper or erratic traffic lane changes, following the vehicle ahead too closely, speeding 1-14 mph over the posted limit), with not more than one being “excessive acceleration.”
- ii. Two (2) or more vehicle accidents within three (3) years.
- iii. One (1) vehicle accident and two (2) moving violations not specifically listed above in major violations.
- iv. One (1) cell phone violation while driving is equivalent to two (2) minor moving violations.

C. Disciplinary Action:

Employees must authorize St. David’s to receive alerts around driving records and if an employee develops an unacceptable record, the following criteria will be applied:

- i. Employees whose job descriptions state that driving is a non-essential function will not be terminated. These employees and the families they are working with will be sent a certified letter stating they are not authorized to drive in any scope of their work with St. David’s.
- ii. Job descriptions that state driving is an essential function will be reassigned to a non-driving position when and if possible or will be terminated from their employment.
- iii. If an existing employee has the opportunity to appeal their violation, St. David’s will temporarily suspend their driving privileges, subject to evidence of their violation in the appeal process. Evidence of this appeal process must be provided to St. David’s within 7 business days. If the appeal process is unsuccessful and driving is an essential function of their job description, they will be terminated from their employment at St. David’s. Drivers are responsible for notification to their supervisor of final disposition of a violation.

IV. Driver Objectives: Use of Personal Vehicle or Agency Owned Vehicles

A. Employees are expected to perform in accordance with these objectives:

- i. Practice defensive techniques and obey all traffic laws to avoid vehicle accidents and traffic violations.
- ii. Keep vehicles well maintained. (Refer to “VI” Vehicle Maintenance below or weekly vehicle checklist)
- iii. Employees that drive their personal vehicles for business purposes are required to maintain an active vehicle insurance policy and carry proof of insurance in your vehicle. Each employee is responsible for control of your own personal vehicle, regardless if for business purposes, therefore your personal automobile insurance is primary. Personal insurance deductibles must be paid by the employee as well.
- iv. Obey all state and local regulations regarding cell phone usage while driving. Cell phone use (for talking or texting) is strictly prohibited while transporting a St. David’s client in a motorized vehicle, including via Bluetooth.
- v. Drugs and alcohol use are prohibited while operating a vehicle.
- vi. Check with your physician about possible side effects of prescription drugs that can impair your driving abilities.
- vii. Transport authorized St. David’s passengers only during scheduled work hours.
- viii. Seat belts or other safety restraints (car seats etc.) must be used by everyone in the vehicle. Remember that air bags are only as good as the restraints used to keep you in your seat.
- ix. All traffic violations are the employee’s personal responsibility and will be paid by the employee. Unless otherwise required by law, auto accident claims arising during work hours or in connection with St. David’s business will be handled first by employee’s personal auto insurance carrier.
- x. Keep vehicle locked and keys in a secure location.
- xi. No eating shall be allowed in any St. David’s owned vehicle.

- B. The use of agency owned vehicles is limited for authorized purposes only. The primary use of agency owned vehicles is transporting clients. If available, vehicles may be used to transport other items as well under the following conditions:
 - i. Employees must use the most direct route in time and/or mileage when traveling and record mileage out and mileage in on the van sign out.
 - ii. Your manager must approve the use.
 - iii. The total weight of the occupants and cargo must not exceed the maximum weight limit per the vehicle owner's manual.
 - iv. Contents must fit within the vehicle so that the doors lift gate and windows can remain closed.
- C. Employees must use the most direct route in time and/or mileage when traveling and record mileage out and mileage in on the van sign out.
- D. Employees must use the most direct route in time and/or mileage when traveling and record mileage out and mileage in on the van sign out.
- E. Personal use of agency vehicles is not permitted.

V. Driver Training

New employees assigned driving duties will undergo training at initial orientation. Topics will include, but are not limited to:

- A. Initial and annual MVR checks
- B. St. David's policies and procedures for operation of St. David's owned vehicles and use of personal vehicles for business
- C. Safe driving objectives and St. David's expectations
- D. Driver training and incident reporting/response procedures
- E. Vehicle maintenance and inspection requirements
- F. Defensive driving training

VI. Vehicle Maintenance

- A. Employees operating either St. David's vehicles or their own personal vehicle for business reasons are expected to perform a safety check before driving. This inspection should verify proper functioning of lights, horn, turn signals, brake lights, tire pressure and condition, and adjustment of mirrors.
- B. Weekly and monthly inspections of the agency vehicle are also required (see Vehicle Inspection Report), and record of those inspections must be maintained by the Facilities Department. The Director of Facilities and Risk Management will complete inspections for center-based vehicles.
- C. The Facilities Department is responsible for coordinating and maintaining all records of agency owned vehicle maintenance including oil changes, lubrication, factory scheduled maintenance, repairs, etc. on agency vehicles. All maintenance will be recorded on a maintenance log that will be kept in the glove compartment of each St. David's vehicle. All scheduled maintenance will be in accordance with the manufacturer's recommendations. Employees are to communicate any problems they are having with the agency vehicle to their supervisor before the end of their shift.

VII. Accident Reporting

In the event of an auto accident, the following procedure shall be followed:

- A. Check all those involved to determine injuries.
- B. Call 911 as necessary.
- C. While on the accident scene, do the following:
 - i. Get name, address, phone number, make of vehicles, driver's license number, license plate number, name of other driver's insurance providers, and names of other passengers and witnesses.
 - ii. Carefully examine damage to all vehicles involved.
 - iii. Discuss the accident with the police only.
 - iv. Obtain police report at the scene if possible. If not, find out when and where to obtain one.
 - v. Do not admit fault
- D. Report the accident to your supervisor immediately.
- E. Refer Media to your company's designated spokesperson in Community Relations.
- F. Following the accident, staff involved will be required to complete a post-accident review with the Department Director, Supervisor, Director of Facilities

and Risk Management, and the Director of Policy, Training & Talent. Driving privileges will be temporarily suspended pending the outcome of the post-accident review.

Unless otherwise required by law, auto accident claims arising during work hours or in connection with St. David's business will be handled first by employee's personal auto insurance carrier.

Violation of this Policy or Procedure

No or only partial adherence to this policy or procedure may result in noncompliance with current regulatory requirements and subsequent penalties to St. David's. Remediation for violators will include, but not be limited to, disciplinary action up to and including termination depending on the circumstances of the situation at the time.

Reference or Attachment:

[Vehicle Inspection Report](#)

[Van Guidelines and Emergency Procedures](#)