



**MARY T. INC.
HUMAN RESOURCES POLICY MANUAL**

POLICY TITLE: Driver and Vehicle Safety
APPLIES TO: All Employees
CREATED BY: Human Resources

POLICY #: 504
EFFECTIVE: 2/2008
REVISED: 4/2011,07/14
PAGE: 1 of 3

POLICY PURPOSE:

To ensure that all employees who use either their own vehicles or Company vehicles in the performance of their duties are acquainted with proper driving techniques and Company standards as they relate to the use of a vehicle or the transportation of clients.

POLICY PROCEDURES:

All employees are required to comply with the following rules. An employee failure to follow this policy may result in disciplinary action up to and including termination.

Motor Vehicle Record Check

Upon initial employment, and annually thereafter, Mary T. Inc. will obtain a Motor Vehicle Record from the appropriate state, Department of Motor Vehicles. This record will be examined for certain types and/or number of moving violations. If it is determined that an employee's driving record does not meet company standards, the employee may be prohibited from operating a Mary T. Inc. vehicle or transporting clients in their own vehicles.

Employees who operate/use their own vehicle for company purposes will supply the company proof of insurance coverage. This will be required initially for employees who are in this category, and annually thereafter. The copies of the insurance records will be kept confidential in the accounts payable department.

Employees Not Eligible To Drive

Any employee under the age of 18 **may not** drive a company vehicle or transport clients in their own vehicle.

Employees **may not** drive a Company vehicle or transport clients in their own vehicle if any of the following appear on a driver's license check.

- **Capital** violations, such as homicide, assault with a motor vehicle, etc.
- **One or more** convictions of driving while **intoxicated, reckless driving, hit and run, illegal drug use**, within a **five (5)** year period.
- **Three (3)** or more serious moving violations including speeding and/or **"at fault accidents"** within a three-year period.
- Driver's license **suspended** or **revoked**.
- A history of moving violations or accidents not disclosed on the employee's employment application form.

If an employee is not eligible to drive, this is a hardship on the organization. The employee may be terminated due to inability to perform a major function of the job.

Liability & Physical Damage Coverage

Mary T. Inc. carries liability and physical damage coverage for all Company-owned vehicles. This coverage applies to all drivers of Company-owned vehicles, residents in Company vehicles, or any third-party claimant. Employees who do not meet the standards of the above section ("Employees Not Eligible To Drive"), or who the Company's insurer has disqualified from coverage, cannot under any circumstance operate a Company vehicle nor transport a client in any other vehicle.

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If an employee is involved in an accident with a company vehicle, **the employee must report this accident and forward a police report and any photographs to the Director of Property Management.** A police report is required for all accidents involving a third-party. Photographs may be taken with the disposable camera located in each company vehicle.

Additional Liability Coverage

Non-Company-owned auto coverage is also carried to provide additional liability coverage for **Mary T. Inc.**

- The additional coverage carried by Mary T. Inc. **does not** provide coverage for the employee, the employee's vehicle, or for any third-party claimant. The additional coverage is designed to protect the Company's interests in the event of a lawsuit involving an employee's vehicle.

If an employee uses their own vehicle for Company business, they should discuss this with **their insurance agent.**

Safety & Traffic Rules & Standards

- No person other than an authorized employee is allowed to drive company vehicles.
- Employees are not to use company vehicles for personal use.
- Employees using their own or Company vehicles are to observe all safety and traffic rules and standards. Operating a Company vehicle or the employee's own vehicle with a client onboard in a reckless or a careless manner is grounds for disciplinary action up to and including termination.
 - Employees observed driving in a reckless, careless, or erratic manner should be brought to the attention of their supervisor. All employees are expected to conduct themselves in a professional manner.
- Employees who operate Company vehicles should be knowledgeable on all Company safety rules and standards pertaining to the operation of vehicles and the transportation of clients.
- When starting out from or entering the home or facility area, particular care is to be taken to ensure that residents are not in the vicinity or, if they are, that they are properly supervised.
- When transporting clients, care should be taken to ensure that all clients being transported are securely in place prior to embarking on the trip.
 - All staff will follow procedures to ensure safe transportation, handling, and transfers of the person and any equipment used by the person when assisting a person who is being transported. Staff will be trained before providing transportation to an individual that needs securing straps for a wheelchair. When Mary T Inc. is responsible for transportation of the person or a person's equipment, staff will utilize the following assistive techniques:
 - Staff will provide assistance with seatbelts, as needed to ensure they are correctly fastened.
 - Staff will assist with the use of any ramp or step stools to ensure safe entry and exit from the vehicle.
 - Staff will ensure **all supplies or equipment**, including wheelchairs and walkers or other mobility aids used by a person, are properly secured before the vehicle is in motion.

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- Staff must be prepared to intervene in order to maintain safety if a person being transported engages in known behavior that puts the person, the driver, or other passengers at risk of immediate danger of physical harm.
- **All** occupants are to wear seatbelts at **all** times.
- The vehicle should not be left running without the driver in attendance.
- The vehicle should be locked when unoccupied.
- Obey all traffic laws. There are no exceptions. Any violation of traffic laws is the sole responsibility of the driver.
- While operating or riding in a Mary T. Inc. vehicle, employees are prohibited from eating, drinking, or smoking.
- **The use of cell phones while operating a Mary T. Inc. vehicle is prohibited.**
- Staff will be prepared for emergencies to ensure safety. Vehicles will be equipped with the following in case of emergency:
 - Name and phone number of person(s) to call in case of emergency.
 - First aid kit.
 - Proof of insurance card and vehicle registration.
- In the event of a severe weather emergency, staff will take the following actions:
 - Monitor weather conditions. Listen to local television or radio or a weather-radio for weather warnings and watches.
 - Follow directions for the need to change plans and activities, or seek emergency shelter.
 - Inform passengers why plans and activities have changed. Assist passengers to remain calm.

Operator Responsibilities

Employees using Company vehicles are responsible for checking the vehicle for obvious operating dangers (e.g., faulty brakes, under-inflated tires, oil or fluid leaks, broken mirrors or windows, etc.). Where such conditions are found to exist, the staff member is charged with notifying Maintenance **before** attempting to operate the vehicle. Staff should not attempt to operate any vehicle that appears to have any deficiencies that might affect the operating safety of the vehicle. Employees should not attempt to make such safety judgments on their own; rather, they should seek assistance from the Maintenance Team.

Equipment used for transportation, including vehicles, supplies, and materials owned or leased by the program, will be maintained in good condition by following the standard practices for maintenance and repair, including any ramps, step stools, or specialized equipment used to help people enter or exit the vehicle. Vehicles are to be kept clean (interior and exterior).