

Big Bend Community Based Care Policy & Procedure

Series: 1100: Human Resources

Policy Name: Acceptable Driving Records

Policy Number: 1123

Origination Date: 02/17/2009

Revised: Board Meeting of 12/13/2018

Regulation: CFOP 60-12

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to set minimum guidelines for employees who regularly drive BBCBC vehicles or regularly operate any vehicle on BBCBC business.

Procedure

- A. Potential and existing employees who regularly drive BBCBC vehicles or regularly operate any vehicle on BBCBC business must be 21 years of age or older, have a current, appropriate class driver's license and demonstrate proof of automobile liability insurance for their state of residence.
 - 1. Employment in a position that involves driving will be offered conditionally upon the receiving an acceptable Motor Vehicle Report (MVR).
 - 2. Employees will be prohibited from driving on behalf of BBCBC until verification of the driving record and insurance coverage is received.
- B. BBCBC is not allowed the transporting of clients by employees in their personal vehicle.
- C. For all drivers required to frequently operate motor vehicles on agency business, proof of auto insurance and a valid driver license, along with a Motor Vehicle Report (MVR) shall be obtained by the employee at the time of hire and BBCBC reserves the right to request for vehicle record thereafter.
- D. If a MVR conducted on an employee in a required driver position contains any of the following:
 - 1. Suspension or revocation of a driver's license by an state within the past three (3) years because of motor vehicle violations or accidents;
 - 2. Commission of a "major violation" in the last three (3) years, including, but not limited to, DUI, vehicular homicide, drag racing, or attempting to allude an officer of the law;
 - 3. Three (3) or more moving violations in the last three (3) years;
 - 4. Any pattern of motor vehicle violations, accidents or other behavior sufficient to be considered by BBCBC to present an undue safety risk or to the extent that the insurance carrier refuses to cover the employee due to the driving record; then that employee will be subject to a warning, required to attend a safety driving course, and/or be disqualified from driving a BBCBC vehicle or driving on BBCBC business.
- E. BBCBC's insurance agent will notify the CEO or designee if an employee's driving record requires further review.
 - 1. The CEO or designee shall then notify the employee and his/her supervisor.

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2. An employee disqualified from driving for BBCBC shall be required to obtain a motor vehicle report indicating that his/her driving record has been rehabilitated to fit within these guidelines and BBCBC's auto insurance carrier must review and approve the report before the employee is allowed to drive for BBCBC.
 3. Even once these conditions are met, the approval of the CEO or designee is required before that employee shall be permitted to drive a BBCBC vehicle or drive on BBCBC business.
- F.** If driving is an essential function of the employee's job, and (s)he is disqualified from driving under these guidelines, (s)he is no longer qualified for that position and is subject to termination (employees affected by this Policy may be transferred to another temporary or regular position for which (s)he is qualified depending on the availability of such a position, the employee's past performance, and the needs of the BBCBC at the time).
- G.** All staff who drive BBCBC's or personal vehicles on BBCBC business are required to report all vehicular accidents, DUI violations and suspension of license (whether incurred on the job or not) to their supervisor the next work day following an accident or receiving the moving violation. Failure to report accidents and/or moving violations (including "DUI" violations and suspension of license) will result in disciplinary action, up to and including termination.
- H.** For any employee driving a motorcycle on BBCBC business, the employee must wear a helmet. BBCBC employees are prohibited from transporting clients on a motorcycle.