

Big Bend Community Based Care Policy & Procedure

Series: 1400: Building and Facilities Management
Policy Name: Driver Safety
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Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to ensure that staff members who drive in the course of completing normal work responsibilities do so in a safe manner and to provide safe, reliable transportation to clients when necessary.

Procedure

- A. General Transportation Procedures.** For the purpose of this Policy, vehicles refer to those personal vehicles that are regularly used by agency staff and vehicles that provide transportation through contract or agreement with an accredited outside entity.

When any vehicle is regularly used BBCBC to provide transportation, the driver shall ensure they hold a current class E driver's license.

The maximum number of individuals transported in a vehicle may not exceed the manufacturer's designated seating capacity or the number of factory installed seat belts.

- B. Motor Vehicle Records (MVR).** MVRs will be requested upon completion of a satisfactory interview and annually thereafter. A standard method of evaluation for all prospective and current drivers' MVRs will be used. Employees are responsible for immediately notifying their supervisor or manager if their license has been suspended or cancelled, or if limitations are placed on driving privilege. Failure to do so may result in disciplinary action up to and including dismissal.
- C. Drug/Alcohol Testing.** Initial drug and alcohol testing is mandatory in accordance with our Drug Free Workplace Program. Testing will be conducted by a licensed medical facility designated by BBCBC. Any positive results will be grounds for termination. Driving under the influence of alcohol or any other illegal substances will be grounds for termination.
- D. Valid Driver's License.** All drivers of personal vehicles on BBCBC's behalf must have and carry a valid and applicable Florida's driver's license. A copy of a valid driver's license will be maintained by the human resources office for each employee authorized to drive an agency vehicle or use their personal vehicle to transport clients. It is the responsibility of each employee to maintain his or her driver's license in good standing and provide the Human Resources office with a new copy of the license at each renewal. Failure to do so may result in disciplinary action.
- E. Federal, State and Local Laws.** All agency-owned, leased, or rented vehicles and all personal vehicles and other mobile equipment operated on official agency business shall operate in compliance with all applicable federal, state and local laws or ordinances. Failure to comply with federal, state and local laws or ordinances shall be considered improper use or maintenance of a vehicle and shall subject employees to disciplinary action. All fines and penalties resulting from failure to comply with federal,

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state, or local laws or ordinances are the personal responsibility of the vehicle operator or employee responsible for maintaining the vehicle.

F. Insurance. Automobile liability coverage for all agency-owned or leased vehicles is provided by the agency. Individuals are responsible for the provision of insurance for private vehicles used in the course of agency business.

G. Transporting Alcoholic Beverages or Drugs. Transporting Alcoholic Beverages or Drugs in personal vehicles while being used in the course of BBCBC related work, or driving under the influence of alcoholic beverages or any chemical substances that impair a person's driving ability is prohibited.

H. Automobile Accident Reporting Procedures. In the event an employee is involved in any type of vehicular accident while working the following procedures should be followed.

1. Protect the scene of the crash and take action to prevent additional collisions or injuries.
 - a. Pull off the roadway as far as possible unless otherwise directed;
 - b. Place reflectors or flares in front of and to the rear of your vehicle (follow applicable Federal or State laws);
 - c. Contact emergency authorities immediately;
 - d. Administer emergency first aid if trained to do so.
2. Obtain and record the following information at the scene of the crash:
 - a. Name and address of each driver, passenger, and/or witness to the crash;
 - b. License number of each vehicle involved;
 - c. Name and policy number of the insurance company for each vehicle involved;
 - d. Complete claims investigation kit including a diagram of the crash.
3. **What To Do:**
 - a. Remember the three (3) "Cs": remain **C**alm, **C**ourteous, and **C**onsistent;
 - b. Give your name and address to the injured person or a police officer before leaving the scene. If police respond to the crash, do not leave the scene until you are told you may leave by the officer(s) responding;
 - c. Complete the accident report on the scene – not later;
 - d. Obtain the names of witnesses including addresses and phone numbers.
4. **What Not To Do:**

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- a. Do not talk about the crash, except to a police officer, your employer, or your insurance claim or loss prevention consultant;
- b. Leave the scene of even a minor accident;
- c. Make no settlements or offers of settlements to anyone;
- d. Above all, do not sign any statements or reports other than official police reports;
- e. Do not admit fault.

The driver is to report all accidents immediately to their supervisor. If the vehicle is inoperable, arrangements need to be made for towing.

- I. **Cellular Phone.** No cellular phone will be used while operating a vehicle during work hours. The phone will be left on standby mode while driving allowing incoming calls to go to voice mail. Before retrieving voice mail messages or placing an outgoing call, the vehicle must be removed from traffic and stopped. Failure to follow these procedures while on agency business can result in disciplinary action. Bluetooth technology is allowable for use while operating a vehicle during work hours.