

SECTION: Human Resources	SUBJECT: Driving Responsibilities
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EFFECTIVE DATE: 9/30/21	
APPROVED BY:	_____ EXECUTIVE DIRECTOR

I. PURPOSE

To specify the requirements that must be followed for any employee who drives a vehicle to perform the duties of their position.

II. SCOPE

This policy applies to all employees who drive a vehicle for Network180 business as a function of their job.

III. REFERENCES/LEGAL AUTHORITY

None

IV. DEFINITIONS

None

V. POLICY

Network180 requires those employees who must drive a vehicle as a function of their job to maintain a valid driver's license and vehicle insurance, and report accidents that occur while driving on Network180 business. It is expected that such employees will operate their vehicles safely and maintain legal driving privileges.

VI. PROCEDURE

A. Pre-Employment

When an individual is being considered for employment with Network180, Human Resources will review the person's Motor Vehicle Record (MVR). Prospective employees will be advised that a problematic driving record might result in the withdrawal of a job offer. MVRs will be requested by Human Resources, reviewed, and placed in the employee's confidential personnel file.

B. Employment

Any employee whose job description indicates that driving is required must possess a

current, valid driver's license and insurance coverage. The employee must inform Human Resources within 10 days if their license is no longer valid or is restricted. If an employee is on a restricted license, (e.g., a work permit, due to traffic violations, DUI convictions) their driving privileges will be reviewed in light of the standards listed below. The employee must also notify Human Resources of any lapses in auto insurance coverage.

Further, employees are advised that while operating their own vehicle for Network180 business:

1. The employee's personal auto liability insurance is the primary payer. Network180's insurance is in excess of employee coverage.
2. Network180's insurance carrier recommends employees carry at least \$300,000 per occurrence liability coverage. Employees should check with their own insurance carrier for further information.
3. Network180 is not responsible for physical damage to employees' vehicles. Employees must carry their own collision and comprehensive coverage.

On a periodic basis, Human Resources will conduct MVR checks on employees subject to this policy. If a job description is changed to include driving as an essential function, all affected employees will have their MVR checked.

C. Accident Reporting

When an accident occurs during work hours, employees are asked to take the following actions when there are injuries to persons and/or damage to other vehicles or property:

1. Call 911 for medical attention if anyone is hurt and/or for the police to investigate the cause of the accident.
2. Attempt to secure the names and addresses of driver and occupants of any vehicles involved, their operator's license numbers, insurance company name, and policy numbers, as well as the names and addresses of injured persons and witnesses. Employees shall not discuss fault with, or sign for anything, except with the investigating police officer.
3. Notify their supervisor, Human Resources, and their own personal insurance carrier.
4. Obtain a copy of the police report once it is ready. Forward to their supervisor who will forward to Human Resources.

D. Driving Record Standards

The insurance industry has found accidents involving drivers with major violations and/or a history of other infractions can support a lawsuit against the employer resulting in punitive damages against the employer which are often not covered under the insurance policy. Therefore, Network180, at the recommendation of its insurance

carrier has established the following driving safety standards. Newly hired and current employees whose job descriptions include driving as an essential function must meet these standards.

1. No major violations within the past five years. Major violations for this purpose are defined as:
 - a. Driving while intoxicated or under the influence of alcohol or a controlled substance (DWI, DUI)
 - b. License suspension
 - c. Reckless driving
 - d. Drug charges
 - e. Leaving the scene of an accident
 - f. Vehicular homicide
 - g. Speeding in excess of 25 MPH over the speed limit or other similar offenses, (e.g., racing on highways)
 - h. Driving with a suspended or revoked license
2. No more than three moving violations in the past three years
3. No more than two at-fault accidents in the past three years
4. No more than two moving violations (e.g., traffic violations) and one at-fault accident in the past three years

E. Violation of Driving Record Standards

Employees who fail to meet these standards will not be allowed to drive for Network180 business. This applies whether the citations were received during business hours or on personal time. Inability to perform driving duties could result in the termination of employment.

F. Safety Standards

While operating their own vehicle for Network180 business purposes, employees are expected to comply with the following safety standards:

1. Employees must maintain their vehicles in safe working order.
2. Employees must comply with all State and municipal laws regarding the use and operation of motor vehicles.
3. The vehicle driver and all passengers are required to wear seat belts in both the front and back seats.
4. Drivers are personally responsible for all traffic citations and fines.
5. Drivers are expected to use good judgment in determining the appropriateness of operating the vehicle during inclement weather.
6. Recipients of Network180 ACT and Navigate services may only be transported by ACT and Navigate program staff. Children under 18 years of age will not be transported.

G. Transporting of Persons Served Standards – ACT and Navigate Programs Only

1. Staff will be asked to produce evidence of vehicle insurance including a copy of the declaration showing limit of liability carried at the time of hire and annually thereafter.
 - a. Network180's insurance carrier requires employees carry at least \$300,000 per occurrence liability coverage for those transporting persons served. Employees should notify their own insurance company that they transport individuals in their vehicle for work purposes.
 - b. Drivers who utilize more than one vehicle in the completion of their job duties will be expected to provide proof of insurance for all vehicles regularly used.
 - c. Employees must notify Human Resources immediately of any lapse or change in liability coverage below \$300,000 in auto insurance coverage.
2. Individuals that require special equipment for accessibility or are of a size that is not easily accommodated by staff members' vehicles will be referred to other community resources (e.g., Metro Connect, cabs, YFT). Assistance with coordination of these services will be provided, as needed. Individuals who live in the public transit service area and who can learn to use the public transportation system will be trained by staff to do so as a way of maximizing their independence in the community.
3. Individuals who are transported are not allowed to smoke or use tobacco products in staff vehicles.
4. Staff may not smoke or use tobacco products when transporting individuals served.
5. Staff will not transport individuals who are not part of the ACT or Navigate Program.
6. Seatbelts must be worn.
7. Staff are asked not to use their cell phones while driving. If there is a need to respond to or to contact the office, it is recommended that staff pull over and stop the vehicle before engaging in a conversation. Texting while driving is illegal in Michigan.
8. There may be times when transporting a person served where the individual may cause some type of damage to the staff member's vehicle. An example may be an individual who urinates or otherwise soils the seat. Staff are encouraged to protect the interior of their vehicles in any way they can; for example, by covering the seat with a protective pad furnished by the agency and not allowing individuals to smoke in the vehicle. When damage has been caused to a vehicle by a person served, employees are encouraged to talk with their supervisor to review the need for compensation by the agency. Requests will be reviewed individually to develop an appropriate way to respond to the problem (i.e., authorize payment of interior vehicle cleaning). Supervisors may forward requests to the ACT Clinical Director for approval.

9. Safety while transporting persons served:
 - a. Preferably, no person will be transported until a primary assessment has been completed and it has been determined to be safe to transport the individual. If this is not possible, another staff member will accompany the driver.
 - b. No staff member will transport an individual alone if they are determined to be an active assault risk. Team and supervisor involvement is mandatory in these situations. If it is necessary to transport the individual, at least one other staff member must be present. Careful seating arrangements must be considered. When possible, individuals are to sit in the back seat to the side of the transporter rather than directly behind the driver.
 - c. Preferably, the person served will be transported through other less threatening means if possible. For example, public transportation, taxi, family, or friends may be utilized if the person's assault risk is staff specific and it doesn't present a danger to the community.
 - d. Public safety may be utilized if the situation warrants; or in case of medical needs, an ambulance may be called.
 - e. If an individual acts out unexpectedly when being transported, the staff member may need to pull the vehicle over and ask the person to get out. Any other action taken by the employee would be the same as removing themselves from a dangerous situation in an individual's home. Positive behavioral approaches such as de-escalation techniques to calm an individual may allow staff time to get to a safe setting with the person (e.g., Ionia office, hospital, police station). If the person won't get out, the staff will remove their keys, get out of the vehicle, and summon help.
 - f. Individuals who are being assisted with grocery shopping will be informed that staff will not offer transport of alcoholic beverages as part of this service.
10. In case of roadside emergencies while transporting individuals served:
 - a. Accidents involving staff vehicles will be reported to the police by contacting 911. Regardless of whether there is an injury, staff are required to fill out a staff incident/accident report for themselves and a clinical critical incident report if they were transporting a person served at the time of the accident.
 - b. Medical assistance will be provided as needed by the emergency medical personnel contacted via 911. See VI.C. above for additional guidance.
 - c. Clinical staff are provided with cell phones to use in the performance of their job duties and for assistance in case of roadside emergencies.
 - d. If a vehicle is inoperable, staff will request assistance from co-workers to pick up and complete any transportation services needed by persons served.
 - e. Staff providing transportation will be issued mini-auto first aid kits by Network180 that they are required to maintain in their vehicles used to transport persons served. Contents will be replaced as needed.

- f. Network180 will also provide staff with reflective triangles to place on the roadside by vehicles should they break down. Vehicles that have functioning emergency warning/hazard flashers may also use them at that time.

VII. RESPONSIBILITIES

- Employees whose position requires driving as a part of their job must:
 - Have a valid driver's license.
 - Have auto liability insurance and notify Human Resources of any lapses in auto insurance coverage.
 - Maintain their vehicle in a safe operating condition and meet all the safety standards of the policy.
 - Obey all Michigan driving laws and operate with care.
 - Report all accidents that occur during working hours that result in injuries to persons and/or damage to other vehicles or property.
 - Inform Human Resources within 10 days if their license is no longer valid or is restricted.
 - ACT and Navigate Program staff whose position requires transporting of persons served must follow Transporting of Persons Served Standards. Employees not working in these programs will not transport persons served.
- Supervisor must pass on to Human Resources any information they obtain from the employee regarding the employee's driving record.
- Human Resources will:
 - Conduct new hire and periodic MVR checks and take appropriate personnel action as warranted.
 - Receive proof of insurance from ACT and Navigate program staff at hire and annually thereafter.

Refer questions to: Human Resources Department

VIII. ATTACHMENTS

None