

## ADMINISTRATIVE POLICY

- 1 Applicants being considered for a position requiring the operation of vehicles must have their operator's licenses checked for evidence of their driving records. This check will be conducted by the Human Resources Manager or insurance carrier. Only persons meeting OPTIONS' Motor Vehicle Report standards will be allowed to transport supported persons.
- 2 Any applicant whose driving history indicates a pattern of unsafe vehicle operation will not be allowed to transport supported persons.
- 3 All employees must pass the Road Test given by the Program Supervisor, **before** they may transport OPTIONS supported persons.
- 4 OPTIONS will reimburse employees on a per mile basis or given a stipend when they drive their own vehicles, allowable under the following circumstances:
  - 4.1 Use of employee's own vehicle for on-the-job duties must be pre-approved by either the Chief Executive Officer, Chief Operating Officer, Program Manager, or Program Supervisor.
  - 4.2 Employees must have current automobile insurance for their personal vehicles. OPTIONS' policy will provide coverage secondary to the vehicle owner's primary/personal policy.
  - 4.3 Reimbursable mileage must be used in the transport of supported person(s) or must be specifically related to the employee's job functions on the day the vehicle is used.
  - 4.4 An employee may drive his/her own vehicle only when no OPTIONS vehicle is available. Program Managers and Supervisors will make every effort to schedule supported person appointments around OPTIONS vehicle availability.
  - 4.5 Employees will not be compensated for driving to and from their scheduled work site.
  - 4.6 Mileage reimbursement claims are to be submitted to the Program Supervisor with time cards. Reimbursement will be processed and disbursed on the paycheck for the time card pay period.
- 5 Use of Vehicles

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- 5.1 All field trips and car/van use must be pre-authorized by the Program Manager, who in turn must be aware of the vehicle's proposed use and destination. The vehicles are to be used for program or supported person-related outings that reflect the unique needs and preferences. Employees may not depart the program site in a vehicle without first checking to see if any other supported persons require transportation or if there are other plans for the use of the vehicle. Cooperation and communication among staff members are vital for the efficient use of transportation resources.
- 5.2 No employee will be permitted to drive an OPTIONS vehicle without first having taken and passed the OPTIONS Driver Safety Training course. No employee may continue to transport supported persons in their own vehicles beyond the first 30 days of employment unless he or she has successfully completed the OPTIONS Driver Safety Training course. Each employee, in order to continue to transport supported persons, must be re-certified in the OPTIONS Driver Safety Training course every three years.
- 5.3 In the event a behavior problem develops with a supported person while the vehicle is in motion and on the road, the driver will pull the vehicle over to the side of the road and turn on the vehicle hazard lights. If a cell phone is available to the driver, the driver will immediately contact his or her supervisor. The driver is to remain inside the vehicle with the supported person(s) and the trip is not to be resumed until the problem has been resolved. If possible, move the supported person with the behavior issue to the back seat with another staff person. *All behavioral incidents must be documented on an Incident Report Form.*
- 5.4 Eating and drinking in OPTIONS vehicles is strictly prohibited. If foods or liquids are being transported, they must be secured in a container in the trunk of the car or in the back of the van. Any violation of this policy will result in the employee being suspended from driving OPTIONS vehicles and/or transporting OPTIONS supported persons. The employee will be required to complete a self-study version of the OPTIONS Driver Safety course and successfully pass a test on the covered material before this suspension is lifted.
- 5.5 Smoking in OPTIONS vehicles is strictly prohibited. Any violation of this policy will result in the employee being suspended from driving OPTIONS vehicles and/or transporting OPTIONS supported persons until having successfully completed OPTIONS Driver Safety course.
- 5.6 OPTIONS vehicles must remain locked at all times when parked or being

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driven. OPTIONS supported persons are never to remain in any vehicle without direct staff supervision. Any violation of this policy will result in the employee being suspended from driving OPTIONS vehicles and/or transporting OPTIONS s until having successfully completed OPTIONS Driver Safety course.

### 6 Vehicle Problems and Accidents

- 6.1 Vehicle problems and accidents must be reported to the Chief Operating Officer as soon as possible following discovery of the problem or occurrence of an accident. Any vehicle damage, needed repairs (large or small), or accident (no matter how minor) must be reported. A vehicle accident report form must be completed and submitted to the Chief Operating Officer following a verbal accident report.
- 6.2 Any employee involved in a vehicle accident, regardless of fault, must meet with the Human Resources Manager and will be required to complete a self-study version of the OPTIONS Driver Safety course and successfully pass a test on the covered material. Any employee involved in a vehicle accident will be suspended from driving OPTIONS vehicles and/or transporting OPTIONS s until such time as the course and test have been successfully completed.
- 6.3 If an employee is found to be at fault in more than one accident, no matter how minor, during his or her employment with OPTIONS, driving privileges for OPTIONS vehicles may be permanently revoked. This revocation may jeopardize the employee's continued employment with OPTIONS.
- 6.4 The OPTIONS Vehicle Log, present in each OPTIONS vehicle, specifies procedures for handling mechanical problems involving towing, vehicle repairs and tire repair and/or replacement. The Vehicle Log procedures must be followed for all vehicle problems.

### 7 Vehicle Log

- 7.1 A Vehicle Log entry must be made each time an OPTIONS vehicle is driven. A Vehicle Log must be present in each OPTIONS vehicle at all times. All completed logs must be submitted to the Program Supervisor, whose responsibility it will be to review the logs weekly for accuracy then submit them to the Administrator in charge of vehicles.
- 7.2 The Daily Vehicle Maintenance and Safety Inspection must be completed every day by the first person to drive the vehicle on that day. The Weekly Maintenance and Safety Inspection must be completed by a supervisor on a

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designated day once each week. The Vehicle Sign-out Sheet must be completed every time the vehicle is driven, or whenever there is a change of drivers.

- 7.3 The gasoline credit card and all gas purchase receipts are to be kept in the zippered pouch in the Vehicle Log at all times. The Program Manager at each site will be responsible for submitting gas receipts to the Administrator in charge of vehicles once a week along with the Vehicle Log.
- 7.4 The cell phone is to be kept in the locked glove compartment in each OPTIONS vehicle. The cell phone is only to be used for OPTIONS business, and only in situations in which require immediate communication. Cell phones are not to be used for personal business. Any violation of this policy will result in a supervisor conference, and the employee responsible will be liable for any charges incurred.
- 7.5 All OPTIONS vehicles must maintain at least one half tank of gas at all times.

### 8 Vehicle Equipment

- 8.1 Each OPTIONS-owned vehicle should be equipped with:
  - 8.1.1 first aid kit
  - 8.1.2 fire extinguisher
  - 8.1.3 flashlight
  - 8.1.4 spare tire in good repair
  - 8.1.5 road reflector kit
  - 8.1.6 CPR face mask
  - 8.1.7 cell phone

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