

**HAMILTON CENTER, INC.
OPERATIONS MANUAL**

Section: **TRANSPORTATION**

Policy No.: OP.03.02.00.00

Policy: **DRIVER REQUIREMENTS**

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PURPOSE

To assure safe operation of motor vehicles while conducting business for Hamilton Center, Inc. (HCI).

POLICY

All Hamilton Center, Inc. staff operating an HCI vehicle when engaged in HCI business must comply with any requirements set forth by federal, state and/or local regulatory agencies and accrediting bodies which include obeying all Indiana regulations and speed limits as referenced in the Indiana Driver's Manual at <http://www.in.gov/bmv/2362.htm>

POLICY COMPONENTS

- A. Any person who drives an HCI vehicle must have a valid driver's license for the type of vehicle being operated and keep the license with him/her while driving.
- B. HCI vehicles are to be driven by authorized employees only, except in emergencies or when being tested by an authorized mechanic.
- C. HCI vehicles are to be used for HCI business only. Personal use of HCI vehicles is prohibited. Unauthorized persons are prohibited from riding in HCI vehicles. Any exceptions must be approved in writing by Operations Department prior to vehicle use.
- D. The Human Resources Department verifies drivers' licenses and keeps current copies of insurance verification and license in the staff's personnel files. Indiana Bureau of Motor Vehicles (BMV) Records are ordered periodically to assess driving records. An unfavorable record could result in the loss of HCI vehicle driving privileges, personal vehicle driving on behalf of HCI privileges, or employment. Proof of automobile insurance is requested annually as required. BMV Records are evaluated for all prospective and current HCI employees for the following:
 1. One (1) or more type 'A' violations in the past 3 years as defined below:
 - a. Driving While Intoxicated;
 - b. Driving While Under the Influence of Drugs;
 - c. Negligent Homicide Arising out of the use of a Motor Vehicle (gross negligence);

- d. Operating During a Period of Suspension or Revocation;
 - e. Using a Motor Vehicle for the Commission of a Felony;
 - f. Aggravated Assault with Motor Vehicle;
 - g. Operating a Motor Vehicle without the Owners Authority (grand theft);
 - h. Permitting an Unlicensed Person to Drive;
 - i. Reckless Driving;
 - j. Hit and Run (Bodily Injury or Property Damage); and/or
 - k. All other similar violations.
2. Three (3) or more 'B' violations in the past 3 years defined as all moving violations not listed as Type 'A' Violations.

E. All violations in driver record searches or those reported directly to Human Resources are reviewed by the Motor Vehicle Review Committee to determine employee status. Routine investigative procedures are used to follow-up on findings and a plan of action will be determined to resolve driving privileges and/or employment status.

F. Any employee whose driver's license is revoked or suspended shall immediately notify their Supervisor and Human Resources and discontinue operation of HCI owned vehicles and/or their personal vehicles for HCI business. Failure to do so may result in disciplinary action, up to and including termination of employment.

G. All HCI employees with a driver's license are required to complete a Relias Defensive Driving Course designated by HCI during new employee orientation.

H. Any HCI staff involved in a moving vehicle accident while driving and conducting business for HCI will be required to re-take the defensive driving course.

I. All staff driving an HCI vehicle who transport clients must complete the HCI Van Driver Training/Orientation before operating the vehicle. The HCI Van Driver Training/Orientation is provided at HCI's expense. Employees driving vans are also required to participate in periodic re-training as determined by the Director of Operations.

J. Hamilton Center, Inc. staff who transport clients in a 15-passenger van must have a valid Indiana driver's license before operating the van.

K. For the safety of the driver and passengers:

1. Drivers must remain with the van and its passengers at all times when transporting clients;
2. The driver is responsible to ensure that everyone in the vehicle uses seat belts and child safety restraints, if applicable;
3. Drivers are courteous and tactful while assisting each client in/out of vehicles; and
4. Drivers may refuse to transport anyone in an HCI vehicle who refuses to abide by the HCI vehicle safety rules (i.e., seat belts, no smoking, etc).

- L. Unattended vehicles must be kept locked at all times.
- M. Failure to comply with transportation procedures will result in disciplinary actions, up to and including dismissal.