

# MOTOR VEHICLE SAFETY PROGRAM

Core Services provides transportation services as an integral part of support. Employees are to use company vehicles whenever possible and avoid the use of personal vehicles for company business.

INTRODUCTION

The Motor Vehicle Fleet Safety Program is intended to encourage safe motor vehicle operations for all drivers and passengers of Core Services of Northeast Tennessee (hereafter referred to as the ‘agency’) vehicles by minimizing accidents and injuries resulting from vehicle incidents; reducing the potential for the operation of unsafe vehicles; providing adequate training to all drivers; and defining clear lines of responsibility for fleet safety.

OBJECTIVE

The main objective of the Motor Vehicle Fleet Safety Program is to establish uniform policies, the intent of which is to:

A. Ensure the safe operation of agency-owned, leased or rented motor vehicles, as well as the operation of personal vehicles while on agency business.

B. Ensure the safety of drivers and passengers.

C. Minimize losses, damages, and claims against the agency.

SCOPE

The Motor Vehicle Fleet Safety Program applies to all agency-owned vehicles, as well as the operation of personal vehicles while on agency business. All individuals driving these vehicles must be qualified under this program. Brian Kennedyhas the responsibility for overall coordination, administration and implementation of the Motor Vehicle Fleet Safety Program and will be referred to as the Fleet Safety Administrator.

POLICY STATEMENT

Vehicle accidents can cause serious injury and undue hardship on you and the people we support. It is the policy of the agency to achieve the greatest practical freedom from accidents and to ensure that every employee is provided safe and healthful working conditions. We have developed a Motor Vehicle Fleet Safety Program to reduce and prevent accidents. The agency expects all drivers to comply with all applicable regulations, obey all traffic laws and to always drive safely.

MOTOR VEHICLE PURPOSE

agency vehicles are provided to support the operations and activities of our business and are to be used only by qualified and authorized employees. Only motor vehicle operators specifically scheduled on our commercial auto insurance policy are permitted to utilize our vehicles for any reason. None of the agency-owned motor vehicles are to be considered a part of an employee’s compensation. In all cases, the vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their care and cost-efficient use. agency vehicles may not be used for business activities of other companies.

DRIVER LICENSING

Drivers of agency-owned, leased or rented vehicles, as well as anyone authorized to drive for agency business must have a valid driver’s license issued in the state of residence for the class of the vehicle being operated and must be able to drive that vehicle.

DRIVER QUALIFICATIONS

The agency has established the following driver qualifications:

1. Must be an authorized employee of the agency.
2. Must be at least 18 years of age.
3. All drivers must possess a valid State of Tennessee driver’s license (or a neighboring state for which they reside.)
4. All employees must receive and maintain a favorable motor vehicle report prior to hire.
5. Must have at least one year of experience in the class of vehicle operated.
6. Must meet licensing requirements.
7. Must show proof of vehicle liability insurance
8. The following circumstances will be reviewed prior to authorizing use of a company vehicle if, during the last 36 months, the driver had any of the following:

1. Been convicted of a felony.

2. Been convicted of sale, handling or use of drugs.

3. Has automobile insurance canceled, declined or not renewed by a company.

4. Been convicted of an alcohol or drug-related offense while driving.

5. Had driver’s license suspended or revoked.

6. Been convicted of three or more speeding violations or one or more other serious violations.

7. Been involved in two or more chargeable accidents.

REVIEW OF MOTOR VEHICLE RECORD (MVR)

State Motor Vehicle Records (MVRs) will be used as a source for verifying driver history. Prior to hiring, MVRs may be obtained on all new employee applicants and volunteers if they will be driving on behalf of the agency. Once hired, MVRs may be obtained and reviewed annually or more frequently, if necessary, on all agency drivers. Driving privileges may be withdrawn or suspended and/or the agency vehicles removed for any authorized driver not meeting the above requirements. In addition, appropriate disciplinary action may be taken.

PERSONAL USE

agency vehicles are provided primarily for business purposes; however, occasional personal use may be requested through your supervisor and written permission must be obtained prior to such use. Personal use is a privilege extended only to authorized employees. The privilege of personal use may be withdrawn at any time without notice by the agency.

The following rules apply to personal use of agency vehicles:

1. Only an authorized employee may drive.
2. The agency vehicle may only be used for incidental trips within 50 miles of your home.
3. Personal trailers, including boat and recreational vehicles, are not to be pulled.
4. agency vehicle is not to be driven while under the influence of alcohol or any controlled substance.
5. Possession, transportation or consumption of alcohol or illegal drugs by anyone in the vehicle is not allowed.
6. Driver and all passengers must wear available personal restraints.
7. Pets and animals are not transported in a company vehicle
8. Report any accident immediately to police and the Fleet Safety Administrator.
9. Any exceptions to these rules require advance, written approval by agency administration.
10. Violation of these rules will result in disciplinary action, from removal of driving privileges up to and including discharge.

MAINTENANCE AND INSPECTION

Authorized drivers are required to properly maintain their agency vehicles at all times. Vehicles should not be operated with any defect that would inhibit safe operation. The agency is responsible for preventive maintenance such as regular oil changes, lubrication, tire pressure and fluid checks. Employees are responsible for reporting to management any maintenance issues, particularly safety concerns.

All agency vehicles will be inspected on a monthly basis to monitor condition and appearance. The vehicle inspections take place monthly or as indicated by need. The Fleet Safety Administrator will follow up on defective items noted to ensure repair has taken place.

VEHICLE CLEANLINESS

All staff are responsible for maintaining the cleanliness of agency vehicles. The interior of company vehicles should be clear of trash and debris at all times and vacuumed a minimum of monthly or as needed. All personal vehicles should be clean and free of debris when transporting a person.

FUELING

Gas cards are available in each company owned vehicle. Employees are responsible for keeping vehicles fueled at a minimum of half a tank. Gas receipts must be obtained and turned in to the office monthly.

Training

All employees are required to complete an annual defensive driving module.

Accessible Parking Pass

Accessible parking placards are based on individual specific need (physical limitations) and require an order from a PCP. The placard should hang from the rearview mirror when in use. The only time an accessible placard should be used is when the individual for whom the placard was issued is in the vehicle. An employee who uses accessible parking when the person is not in the car is subject to legal violations and will be personally responsible for paying incurred fees.

PERSONAL VEHICLES USED FOR ORGANIZATION BUSINESS

Employees are encouraged to use company vehicles when available. Core Services provides agency vehicles at all homes. However, at times staff may be asked to use their personal vehicle for transport. This is a condition of employment at Core Services.

The mileage reimbursement to the employee for the operation of his/her car on agency business includes the allowance for the expense of automobile insurance. You are required to have minimum liability limits. The agency does not specify and assumes no responsibility for any other coverage employees carry on their own vehicles since this is a matter of individual status and preference. The agency does not assume any liability for bodily injuries or property damage the employee may become personally obligated to pay arising out of an accident occurring in connection with operation of his/her own vehicle. Employees using their personal vehicle for business must allow access for a monthly vehicle inspection as a condition of reimbursement.

If a person supported damages a staff member’s personal vehicle, staff must provide evidence of the damage and three (3) estimates for repair.

Out of town trips using a personal vehicle must be approved in advance by the Program Director or Executive Director in order to qualify for mileage reimbursement.

TRAFFIC VIOLATIONS

Fines for parking, red light cameras or moving violations are the personal responsibility of the assigned operator. The agency does not condone nor excuse ignorance of traffic citations that result in court summons being directed to itself as owner of the vehicle. Each driver is required to report all moving violations to management within 24 hours. This requirement applies to violations involving the use of any agency vehicle or personal vehicle while on agency business. Failure to report violations will result in appropriate disciplinary action.

Please be aware that traffic violations incurred during non-business (personal use) hours will also affect your driving status with the agency and are subject to review.

ACCIDENTS INVOLVING ORGANIZATION VEHICLES

In the event of an accident:

* Do not admit negligence or liability.
* Do not attempt settlement, regardless of how minor.
* Get name, address and phone number of injured person and witnesses, if possible.
* Exchange vehicle identification, insurance company name and policy numbers with the other driver.
* If possible, take as many photographs of the scene as necessary to illustrate the event.
* Call the police
* Call On-Call
* Complete the accident report in your vehicle. Describe the vehicles involved, number of occupants in those vehicles, weather conditions, condition of the road, any witnesses at the scene, etc.
* Turn all information over to the Fleet Safety Administrator within 24 hours.

THEFT

In the event of theft of an agency vehicle, notify local police immediately and then contact your supervisor.

GENERAL FLEET SAFETY RULES

* Safety belt usage is mandatory for all occupants of the vehicles.
* Any applicable mobility support needs must be met in accordance with the PCSP and/or support plans
* All agency vehicles and personal vehicles used for business purposes will be inspected a minimum of monthly
* Adhere to the manufacturer's recommended routine maintenance schedule.
* Maintain appropriate tire pressures as listed by the manufacturer.
* The vehicle is not to be operated while the driver is under the influence of alcohol or a controlled substance.
* You must always have a valid driver’s license.
* You must observe all traffic regulations.
* Do not pick up hitchhikers.
* Proof of insurance will be kept in the vehicle
* The vehicle is to be locked and the engine off when unattended.
* People supported are NOT to be left in the vehicle unattended
* Notify your supervisor of all accidents immediately.
* If involved in an accident, make no comment as to who is or is not at fault. Save all explanations about the accident for the attending police officer.
* Remain outside vehicle when refueling.
* Employees shall not ride on the outside of any vehicle.
* Employees may ride in motor vehicles in other than factory-installed passenger seats equipped with seatbelts only when the speed of the motor vehicle is less than 10 miles per hour.
* In the event of an accident, obtain the name of the driver(s) and insurance company(s) and name(s) of any witness(s).
* Vehicle windows are to be always kept clean. This especially applies to snow and ice on all windows.
* Interiors are to be kept clean of all trash type items, i.e., paper, cans, etc. These items may roll ahead and interfere with acceleration or braking.
* All moving violations/tickets or citations dealing with defective vehicle conditions are to be reported to management within 48 hours.
* Vehicle repairs, especially those dealing with brakes, lights, wiper blades etc., are to be corrected immediately.
* Use of smart devices while driving a vehicle is strictly prohibited
* Use of tobacco or vaping products in a company vehicle is strictly prohibited

**Fleet Safety Policy Receipt**

I have read and will abide by the conditions as stated in the agency’s Fleet Safety Policy regarding the operation of any vehicle for agency business.

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**