

TRANSPORTATION SERVICES POLICY

PURPOSE

To establish a policy to insure all LADD employees follow safe and proper driving techniques while maintaining a valid driver's license or chauffeur's license.

SCOPE

This policy applies to any individual who may be required to drive a LADD vehicle, including use in emergency situations, or who use their vehicle to conduct business for LADD.

POLICY

It is the policy of LADD. that Employees/Drivers of LADD's vehicles, or employees using their own vehicle to conduct business for LADD shall have a valid driver's license or chauffeur's license as required by law, be insurable under LADD's automobile insurance policy; or when using their own vehicle, have proper and adequate automobile insurance, and meet other criteria as defined in the standards below.

PROCEDURE

1. After a conditional job offer has been made all employees, working in positions who are required to drive, must furnish LADD. with a copy of their valid driver's license. At that time, LADD will run a MVR (Motor Vehicle Report). Failure to meet the insurability requirements may result in withdrawal of the Conditional Job Offer. Any accommodation requested must be approved by the Director of Human Resources or Executive Director or designated representative.
2. During employment and annually, LADD will run an MVR to confirm that the employee's driver's license is valid. Maintaining a valid driver's license and an MVR that meets insurability requirements is a **Job Essential** for specific positions and therefore required to continue employment. LADD reserves the right to review driving records at any time.
3. All employees driving a LADD. vehicle will complete a driving test during the training period and LADD reserves the right to periodically conduct an unannounced driving test. If problems related to proper driving are reported or confirmed, then action up to and including separation from employment could occur.
4. If an employee's driving record reveals violations that are unacceptable, considered a threat to safety and uninsurable, they will not be permitted to drive LADD vehicles or use their own vehicles for company purposes. The employee's specific situation must be reviewed by the Human Resource Director or the Executive Director or designated representative to decide if employment will continue.
5. If at any time during employment the status of an employee's Driver's License changes, the employee may be removed from the schedule pending review of the driving record by the HR Dept. Depending on the specific circumstances, a specified time frame may be given to the employee for them to regain their valid Driver's License and meet the Job Essentials.
6. If the employee is unable to regain a valid driver's license in that time frame, they will be asked to reapply for employment upon receiving a Valid Driver's License as a condition for returning to work. During this time frame, the employee may remain on the schedule at the HR Dept.'s discretion, (i.e. if able to schedule with a fully trained employee and no AFC licensing restrictions).
6. Management and the employee will complete documentation that specifies the timeframe the employee has to regain a valid driver license, driving restrictions during that timeframe and consent from the employee for management to divulge to co-workers the employee's driving status; including, putting the restricted status on the posted schedule and informing other managers of the restricted status in the event the employee works at another location temporarily.
7. If an employee becomes unable to drive or is afflicted with a mental or physical infirmity, they must inform the HR Dept. and will not be permitted to drive LADD's vehicles, provided such disability constitutes a direct threat to public safety. Evaluation of competency or ability will be determined by appropriate medical opinion.
8. All employees must have the legally required insurance on their own vehicle and must provide a copy of insurance to Human Resources if they use their own vehicle on a routine basis for transportation of the

people served, or if they use their vehicle for company business i.e. banking, post office, shopping for supplies etc. Employees must immediately inform Human Resources if there is a lapse in their insurance.

9. Motor vehicle driving records will remain as part of the personnel file.
10. Any employee who has worked more than 16 hours consecutively on the schedule cannot drive the LADD vehicle. Employees must request a ride home if they feel too tired to drive.
11. Eating, drinking, and smoking in any LADD vehicle is prohibited regardless of whether the vehicle is moving or standing. (This includes all food items, liquids, suckers, hard candy, etc.)
12. Use of cell phones (talking, texting, emailing, etc.) or other electronic equipment that detracts from driving is prohibited. Pull to the side of the road to use in emergencies. Any activity as described as Distracted Driving in any applicable Law, which includes texting is prohibited. This includes both personal and company equipment.
13. All LADD vehicles must be locked when parked and not in use.
14. Routine maintenance will occur on all company vehicles.
15. Annual Maintenance Reviews will occur for all LADD vehicles.
16. All employees requiring a valid driver's license must advise the HR Dept. of any traffic tickets, accidents, or other citations involving an automobile in which they are found to be responsible, at fault or guilty.
17. LADD vehicles are to be used only for transportation of the people who receive support services or to carry out LADD business.
18. Employees are to use the LADD vehicle when on company business unless otherwise pre-approved by Management. Following Management approval, employees will be reimbursed at the current LADD reimbursement rate when driving their own vehicle. Employees must request mileage on the travel reimbursement form which is emailed to their direct manager for that pay period in which the mileage was accumulated and ensure they kept within the designated limits.
19. All Occupants in any vehicle shall be properly restrained in seatbelts. Wheelchair occupants must face forward and properly secured in their wheelchair, wheelchair brakes on and wear a safety belt. Employees must ensure that tie-downs are secure. Staff must immediately report any seat belt, safety belt or tie down that is found to be inoperable.
20. Staff must follow Emergency Procedures for any emergency that occur while in a vehicle.
21. Employees are responsible to report to the HR Dept. immediately if the status of their driver's license changes at anytime during employment with LADD At that time, LADD will review the circumstances on an individual basis. Failure to report a change of driver's license status may result in immediate separation from employment. We expect honest employees who stand in truth.
22. All Employees are expected to follow all laws pertaining to driving while in a LADD vehicle or while driving their own vehicle to conduct business for LADD this includes driving the posted speed limit at all times and following all rules for safe driving. All employees are expected to follow Emergency Procedures at all times and should follow the appropriate emergency procedure for the incident that has occurred while driving people. All Emergency procedures are kept in the LADD vehicles and or Emergency Bags located in the vehicle.
23. Seat belts shall be worn by drivers and passengers in all vehicles owned, leased or rented by LADD at all times. This also applies to the operation of privately owned or other vehicles if used for transportation of the people supported.
24. Natural Supports, volunteers, student volunteers and externs are not permitted to drive LADD vehicles.
25. LADD reserves the right to modify, add to or delete form this policy as determined solely by LADD.