



Vehicle Management Policy

1. PURPOSE

The purpose of this policy is to:

- A. Define driving record requirements for employees who drive personal and/or agency vehicles on agency business.
- B. Provide employees with guidelines for safe driving expectations.
- C. Provide Directors and Supervisors with required practices for implementing and proactively managing the safe driving performance of their staff.
- D. Provide Directors and Supervisors with guidelines for responding to the unsafe actions of employees who are operating personal/or agency vehicles on agency business.

11. MANAGEMENT STATEMENT

It is the policy of JCOA to ensure the health and safety of all individuals associated with the agency and who drive on authorized agency business. Vehicle accidents are costly to our agency, but more importantly, they may result in injury to our drivers, passengers, and/or others. The ultimate goal is zero preventable vehicle accidents each year and we expect our managers, supervisors and employees to cooperate fully by taking responsible and active roles in achieving this goal.

111. PROCEDURES

- A. **New Driver Authorization Procedures:** The following procedures will authorize new drivers, whether they drive agency vehicles or their personal vehicles on agency business.
 - a. Job descriptions of individuals with driving requirements will include a statement of driving responsibilities under "Special Requirement" section.

- b. Authorized drivers will receive a copy of this policy acknowledging that the employee has reviewed, understands, and has received a copy of this policy. This acknowledgement will be maintained in the employee's personnel file.
- c. We use various sources and techniques to determine the driver's ability to meet these requirements. This requirements apply whether the candidate is to drive an agency vehicle or his/her personal vehicle while conducting agency business. We will ensure that the employee has the ability to perform the essential functions of the job - with or without accommodation. We will adhere to the following process:
 - i. **Valid license** - Employee must present a current and valid driver's license from their state of residence, which is compatible with types of vehicles to be driven. A photocopy is to be made upon hire and retained in employee's file. Drivers with out of state licenses may be granted a reasonable period, not to exceed state requirements, to be re-licensed in Louisiana.
 - ii. **Proof of Insurance** - Employees must provide evidence of insurance coverage and minimum amount of coverage as required by the state. A photocopy will be made of insurance document and retained in the employee's file.
 - iii. **MVR Review** – JCOA will obtain a complete motor vehicle records (MVR) review to verify current licensing status as well as past driving violations or accidents is evaluated using consistent and objective acceptability criteria while driving his/her personal vehicle.

B. Driving Requirements for Existing Employees - Annual and designated intervals: Human Resources will maintain a list of authorized vehicle drivers and at least annually verify the following:

- a. A current driver's license.
- b. Evidence of minimum insurance coverage as required by the state (for own vehicle) and current inspection sticker.

C. General Guideline for Vehicle use: Use of a vehicle while the employee is using his/her vehicle while conducting agency business only.

- a. Unauthorized use or detouring from the normal job assignment is prohibited.
- b. Only authorized agency personnel are to be passengers in an agency or personal vehicle while conducting agency business, unless the passenger(s) are involved in agency work and it is reasonably necessary for them to be in the vehicle to accomplish the work. Unauthorized passengers include, but are

- c. not limited to, non-employees, spouse, children, off-duty employees, hitchhikers, etc. For any variance from this policy, prior approval is required from the Supervisor and Executive Director.
- d. The number of people in a vehicle must not exceed the total number of available seat belts at any time. Seat belts must be worn by all passengers and driver. No smoking is permitted in an agency vehicle.

D. Vehicle Accidents and Reporting:

- a. All accidents must be reported to the proper authorities and your Supervisor/Department Head as soon as possible with a written accident report (*see attached Accident Report Form*). This form should be forwarded to Human Resources within 24 hours of the accident. If the accident occurs on a holiday or weekend, then the written report should be submitted the next business day.
- b. Whenever there is a vehicle accident, the police must be called. All applicable individuals involved should then be cared for medically, or as needed.
- c. The employee driving the vehicle must follow these steps after attending to the safety of the passengers in the vehicle:
 - i. Obtain the license number, make and model of the vehicle, driver's license number, registration information, insurance agency, policy number, current address and telephone of other driver(s) involved in the accident.
 - ii. Provide the same information to the other driver(s).
 - iii. Contact your Supervisor/Department Head to report the accident and wait at the scene until an officer arrives. Make no statement concerning the accident to anyone except to an officer of the law and/or representative of JCOA. **Do not argue your opinion about the accident or make any comments about assuming responsibility.**
 - iv. If the accident involves an unattended vehicle or fixed object, take reasonable steps to locate and notify the owner. If the owner is unavailable, leave a note on the vehicle or object listing your name and address as contact information.
 - v. Obtain a report item number from the police officer to use in obtaining a police report within ten days of the accident. Determine when and where the report will be available.
 - vi. Notify your Supervisor/Department Head immediately. Employees are subject to alcohol/drug testing when they cause or contribute to accidents that seriously damage a motor vehicle, machinery, equipment or property or that result in an injury to themselves or another employee. Your supervisor will direct you to a JCOA-approved facility who will conduct drug and alcohol testing immediately after the accident has taken place. Refusal by an

employee will be treated as a positive drug test result and will result in immediate termination of employment.

- vii. Your Supervisor/Department Head will interview any other staff involved in the accident and document a report on an agency accident form. The report should include all information obtained in items noted above, a detailed narrative of the accident, and a diagram. After obtaining Supervisor's signature, the report should be submitted to Human Resources within 24 hours of the accident.

Insurance provisions

- E. **Insurance Provisions:** Proof of insurance and a copy of registration must remain in vehicles at all times.

It should be understood that depending on the seriousness and circumstance of the violation of these policies that immediate discharge from employment may occur and will not require any progressive discipline procedures to be implemented.

VEHICLE MANAGEMENT POLICY

I attest that I have read and agree to comply with JCOA's Vehicle Management Policy. I understand that failure to comply may result in disciplinary action up to and including termination.

Printed Name

Signature

Date

HR Representative

Date