

## Policy 8.04

<b>POLICY TITLE:</b> DRIVING RESPONSIBILITIES	<b>POLICY # 8.04</b>	<b>ADAPTED FROM</b>	
<b>Topic Area:</b> HUMAN RESOURCES	Page 1 of 3	<b>REVIEW DATES</b>	
<b>Applies to:</b> LRE Staff	<b>ISSUED BY:</b> Chief Executive Officer	3/20/14	5/1/15
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<b>Developed and Maintained by:</b> LRE CEO & LRE Human Resources Coordinator	<b>APPROVED BY:</b> Board of Directors		
<b>Supersedes:</b> N/A	<b>Effective Date:</b> 4/1/2014	<b>Revised Date:</b> 7/17/2018	

### I. POLICY

Lakeshore Regional Entity requires those employees who must drive as an essential function of their job to maintain a valid driver's license and vehicle insurance, and report accidents that occur while driving on Lakeshore Regional Entity business. It is expected that such employees will operate their vehicles safely and maintain legal driving privileges.

### II. PURPOSE

To establish the procedures for ensuring valid driver's license and ensuring safe driving records.

### III. APPLICABILITY AND RESPONSIBILITY

All employees who must drive as an essential function of their job.

### IV. MONITORING AND REVIEW

The LRE shall review at least annually, and as necessary, to maintain an adequate and acceptable standard of compliance and oversight as a Prepaid Inpatient Health Plan.

### V. DEFINITIONS

N/A

### VI. PROCEDURES

#### Pre-Employment

When an individual is being considered for employment with Lakeshore Regional Entity and driving is identified as an essential job function, the HR Coordinator will review the person's Motor Vehicle Record (MVR). When offered such a position, prospective employees should be advised that a problematic driving record might result in the withdrawal of a job offer. MVRs will be requested by the HR Coordinator, reviewed, and placed in the employee's confidential personnel file.

#### Employment

Any individual, whose job description indicates that driving is an essential function must possess a current, valid driver's license and insurance coverage. The employee must inform the HR Coordinator within ten days if their license is no longer valid or is restricted. If an individual is on a restricted license, (e.g., a work permit, due to traffic violations, DUI convictions) that person's driving privileges will be reviewed in light of the standards listed below. The individual must also notify HR of any lapses in auto

insurance coverage.

Further, employees are advised that while operating their own vehicle for Lakeshore Regional Entity business:

1. The employee's personal auto liability insurance is the primary payer. Lakeshore Regional Entity' insurance is in excess of employee coverage.
2. Lakeshore Regional Entity' insurance carrier recommends employees carry at least \$300,000 per occurrence liability coverage. Employees should check with their own insurance carrier for further information.
3. Lakeshore Regional Entity is not responsible for damage to employees' vehicles. Employees must carry their own collision and comprehensive coverage.

On an annual basis, HR or designee will conduct MVR checks on employees, subject to this policy. If a job description is changed to include driving as an essential function, all affected employees will have their MVR checked.

#### Accident Reporting

When an accident occurs during work hours, employees are asked to take the following actions when there are injuries to persons and/or damage to other vehicles or property:

1. Call 911 for medical attention if anyone is hurt and/or for the police to investigate the cause of the accident.
2. Attempt to secure the names and addresses of driver and occupants of any vehicles involved, their operator's license numbers, insurance company name, and policy numbers, as well as the names and addresses of injured persons and witnesses. Do not discuss fault with, or sign for anything, except with the investigating police officer.
3. Notify your supervisor, HR, and your insurance carrier.
4. Obtain a copy of the police report once it is ready. Forward to your supervisor who will forward to HR.

#### Driving Record Safety Standards

The insurance industry has found accidents involving drivers with major violations and/or a history of other infractions can support a lawsuit against the employer resulting in punitive damages against the employer which are often not covered under the insurance policy. Therefore, Lakeshore Regional Entity, at the recommendation of its insurance carrier has established the following driving safety standards. Newly hired and current employees whose job descriptions include driving as an essential function must meet these standards:

1. No major violations within the past five years. Major violations for this purpose are defined as:
  - a) driving while intoxicated or under the influence of alcohol or a controlled substance (DWI, DUI)
  - b) license suspension
  - c) reckless driving
  - d) drug charges
  - e) leaving the scene of an accident
  - f) vehicular homicide
  - g) speeding in excess of 25 MPH over the speed limit or other similar offenses, i.e., racing on highways
  - h) driving with a suspended or revoked license
2. No more than three moving violations in the past three years
3. No more than two at-fault accidents in the past three years

4. No more than two moving violations (i.e., traffic violations) and one at-fault accident in the past three years.

Violation of Safety Standards

Employees who fail to meet these standards will not be allowed to drive for Lakeshore Regional Entity. This applies whether the citations were received during business hours or on personal time. Inability to perform the essential function of driving could result in the termination of employment.

**RESPONSIBILITY:**

Employees whose position requires driving as an essential function must:

1. Have a valid driver's license.
  2. Have auto liability insurance and list the LRE as certificate holder.
  3. Notify HR of any lapses in auto insurance coverage.
  4. Maintain their vehicle in a safe operating condition.
  5. Obey all Michigan driving laws and operate with care.
  6. Report all accidents that occur during working hours that result in injuries to persons and/or damage to other vehicles or property.
  7. Inform HR within 10 days if their license is no longer valid or is restricted.
- Supervisor must pass on to the HR any information he or she obtains from the employee regarding the employee's driving record.
  - HR Coordinator in coordination with the supervisor, will take appropriate personnel action as warranted.

**VII. RELATED POLICIES AND PROCEDURES**

N/A