

Driver and Employee Vehicle Inspection Requirements

No DUI or DWI in the last three years

No more than two moving violations in the last three years (the employee may still be able to legally drive but that does not mean our insurance company will provide coverage on them).

No suspended, invalid or expired driver's licenses (If the employee brings in proof that their license has been re-instated after having it suspended or expired notify the Human Resources Department and you can then allow them to drive again.)

If an employee has been a resident of the state they are employed in for more than six months they must have a driver's license issued in that state.

Any employee who is not eligible to drive must fill out a non-driver form. Keep a copy in the personnel file and fax a copy to the Administrative Office.

If an employee drives the persons served in their own vehicle they must meet the requirements on Employee Vehicle Inspection Checklist and provide proof of Insurance based on their states requirement (listed below): Any item on Vehicle Inspection Listing that is out of compliance must be corrected before that employee can transport persons served in their own vehicle.

Michigan-Basic no fault is required with 20/40/10 minimum coverage and PPI of \$1 million. (This coverage is required for the vehicle to be registered in the State of Michigan)

Tennessee-Basic coverage is required with 25/50/10 minimum coverage

New Mexico-Basic coverage is required with 25/50/10 minimum coverage. (This coverage is required for the vehicle to be registered in the State of New Mexico.)

Alabama-Basic coverage is required with 25/50/50 minimum coverage.

BE ADVISED:

Insurance certificates must be specific to the employee driving the vehicle to ensure they are covered in case of an accident/injury.

An employee vehicle inspection must be completed semi-annually or based on the expiration date of the employee's insurance. (Where required, vehicle checks must be completed per state/funding source specifications)

All employees who drive "their" own vehicle for business purposes and to transport persons served are subject to the requirements and inspections listed above and on the back side of the page.

A folder/binder must be maintained of all insurance certificates and EVI forms for review in QA, HR or any other internal/external audits.

