

A. Vehicle Rules

The agency requires the following set of rules be followed in order to maintain the safety of all staff and persons served while in a corporate vehicle and in a staffs' personal vehicle when transporting persons served.

1. All drivers must inform designated person in charge that they are taking the agency vehicle.
2. Record mileage on designated agency forms.
3. All staff/persons served must wear seat belts, for safety at all times.
4. *ALL* doors must be kept unlocked while transporting, unless this presents a safety concern for certain individuals. In this case there must be documentation in the person's served plan to support this.
5. No eating, drinking, or smoking in agency vehicles *AT ANY TIME*. Water bottles with caps are allowed. No **papers or trash** is to be left in vehicles. Staff using their personal vehicles must follow these rules when transporting persons served.
6. Any unauthorized use of company vehicles will result in disciplinary action or discharge of employment.
7. Any seat belts or seating removed in agency vehicles for transporting purposes must be put back in place when returned.
8. All drivers must be cleared by insurance/state agency 'Driving Record Check'.
9. All drivers must complete mileage log, keep gas level at 1/2 full for agency vehicles, and file receipts etc. in the designated area.
10. All drivers must report vehicle accidents or damage to the designated manager as they occur. For agency vehicles involved in vehicle accidents, staff may be responsible for cost of deductible, which may be deducted from payroll check.
11. All drivers must secure individuals who are non-ambulatory, using approved safety security equipment.
12. When transporting persons served in your personal vehicle, you must have the agency sponsored To Go Bag and Communication Device at all times. Staff that chose not to use the agency communication device, must have a communication device of their own, for emergency related phone calls.
13. When transporting persons served in an agency or personal vehicle, no unauthorized passengers is allowed. This is to include staff not scheduled on shift at time of transport.

IN CASE OF AN EMERGENCY OR AN ACCIDENT, PLEASE CALL YOUR SUPERVISOR:

Supervisor Name

Number

Signature of Driver

Date