



Policy and Procedure # 671

Driver Expectations

Approval: _____ Effective Date: 6/14/24

POLICY:

All new employees will receive vehicle instructions prior to transporting clients or driving an EFI vehicle.

PROCEDURE:

1. EFI vehicles are to be used at all times, use of personal cars is not allowed unless prior authorization is given by the Executive Director.
2. While operating or riding in an EFI vehicle, employees will ensure that:
 - A. Everyone in the vehicle has their seatbelt securely fastened.
 - B. No one in the vehicle is smoking, eating or drinking a beverage.
 - C. The driver is not using a cellular telephone, or text messaging while the vehicle is in gear or in motion.
 - D. The vehicle lights are on whenever the vehicle is in motion.
 - E. Keys are not left in the ignition when employees are not in the vehicle.
3. EFI employees are responsible for ensuring that lights and brakes are properly working and windows are clear before operating any EFI vehicle.
4. When parking an EFI vehicle, all windows must be rolled up, all electronics, such as the radio, heater and air conditioner must be turned off and all doors must be locked.
5. Drivers will obey all traffic laws.
 - A. Employees will report all traffic citations and accidents that occur in an EFI vehicle to their supervisor immediately.
 - B. In the event of inclement weather, employees are not to operate EFI vehicles or transport clients to the Kimbel Building without a supervisor's permission.
6. Under no circumstances are clients to be left in EFI vehicles unattended.
7. Peer coaches will be responsible for reviewing the following with each employee:
 - A. Location and operation of emergency equipment.
 - B. Vehicle Log, Inspection, and Accident reports.
 - C. Refueling procedures.
 - D. Mileage Documentation.



Policy and Procedure # 671

Driver Expectations

8. Prior to operating a vehicle with a wheelchair lift, the employee will partner with the maintenance technician for training.
9. A condition of employment requires employees to obtain a driving abstract from the Department of Licensing at their own expense.
10. Driving abstracts may be required periodically and must not have more than 3 moving violations. Employees must meet insurability requirements to operate an EFI vehicle; any variance shall be at the sole discretion of the Executive Director.