



*"Creating Life Opportunities"*

## Policy and Procedure # 670

### Driver Eligibility Requirements

Approval: /S/ Dani Cook

Effective Date: 10/10/23

#### POLICY:

To ensure the safety of all EFI employees, clients, and property; and to protect the insurability of the corporation, all EFI employees must meet EFI's vehicle insurance policy requirements. These requirements will be considered when hiring new employees and evaluating current employees' continued employment. The following procedures relating to driver eligibility will be adhered to if operating an EFI vehicle. Any exception to this policy and/or procedure will be documented in writing and approved by the Executive Director.

#### PROCEDURE:

1. Driver insurance eligibility criteria for all EFI employees:
  - A. Have and maintain a valid driver's license and provide proof to HR in the form of uploading the license to Paycom and any renewal license when the previous expires.
  - B. Must be 18 or older
  - C. Have no statutory or major violations listed on their driving abstract. Examples of major violations include, but are not limited to:
    1. Operating a motor vehicle during a time of suspension or revocation.
    2. Operating a motor vehicle without a license.
    3. Any criminal type conviction
    4. Manslaughter
    5. Hit and run.
    6. Drag racing.
    7. Passing a stopped school bus
    8. Driving under the influence of alcohol or drugs.
    9. Driving while impaired
    10. Reckless or careless driving.
    11. Negligent homicide arising out of the use of a motor vehicle.
    12. Assault with a motor vehicle.
  - D. Drivers with any of the following do not meet our insurance company's requirements:
    1. Three or more moving violations in the past three years.
    2. Two or more accidents in the past three years.
    3. More than one accident in any one year.
    4. More than one at fault accident and 1 violation within the last 3 years
    5. Speeding over 80 miles per hour in the past three years
    6. Speeding 21 miles per hour over the posted speed limit in the past three years.



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- E. Employees must report new traffic violations or citations that would disqualify them from meeting insurance eligibility requirements prior to driving.
- 2. Employees will report all traffic citations and accidents in any corporate vehicle to their Supervisor immediately, regardless of fault. If necessary, this can be reported by a third party or by leaving a message on the Supervisor's voicemail when the office is closed. Failure to report citations or accidents may result in disciplinary action up to and including termination of employment.
- 3. Supervisors will report all employee traffic citations and accidents to the Department Director as soon as possible. Department Directors may:
  - A. Inform employees:
    - 1. With three traffic citations or two accidents, within the past three years, that they may be discharged if they incur one additional traffic citation or accident.
    - 2. With one accident that they may be discharged if they incur one additional accident within the year.
  - B. Discharge employees with:
    - 1. More than three moving violations in the past three years.
    - 2. More than two accidents in the past three years.
    - 3. More than one accident in any one year.
    - 4. Speeding over 80 miles per hour in the past three years
    - 5. Speeding 21 miles per hour over the posted speed limit in the past three years.
    - 6. One or more statutory or major traffic violations.
- 4. An employee who fails to maintain corporate vehicle insurance eligibility, or violates other provisions of this policy, may face corrective action, up to and including termination.
- 5. Prospective employees:
  - A. The Human Resources Department will, prior to the hiring process:
    - 1. Review applications for employment listing moving violations or accidents that do not meet our insurance company's requirements.
    - 2. Request the applicant to provide a copy of their driver's abstract at their expense from the Department of Licensing (DOL). (Any future driving abstracts required will be at EFI's expense.) Review the DOL record and partner with the CEO regarding applicants with moving violations or accidents that do not meet our insurance company's requirements.
- 6. Employees using their personal vehicles for EFI business will need to submit proof of personal insurance for the vehicle(s) they will be using for EFI business. For reimbursement for mileage, refer to *Policy and Procedure #722 Personal Vehicle Mileage Reimbursement*