


Category:	Employee Accountability	INCA Community Services Personnel Policy 
Sub Category:	Transportation and Travel	
Effective Date:	06/11	
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Forms:	n/a	
Responsible: Management Member, Program Directors, Executive Director		

Driving Policy

Purpose/Introduction

INCA Community Services, Inc's. is committed to the safety of our customers, personnel, and the safety of those in our communities. Driving is a necessary part of each employees employment within our agency. Personal driving records have a direct relationship to the value of each employee to the agency and our ability to employ individuals. The violation of this policy at any time may result in disciplinary action up to and including termination.

Pre-Employment Guidelines

All employees who are in a potential driving position for the agency will maintain the following guidelines:

- Drivers must be at least 21 years of age or older to operate an agency vehicle.
- Drivers' vision must be correctable to at least 20/50.
- Drivers must be able to pass a physical/mental examination if required by program.
- Drivers are required to possess a valid Oklahoma Driver's License.
- Drivers must maintain personal vehicle liability insurance as per applicable Oklahoma state law.
- Drivers must remain insurable under our company's liability insurance policy.
- Drivers must pass a criminal background check as required by program.

Driver's whose primary duty is driving must:

- Must pass an MVR check.
- Must have not had a chargeable accident in the last three (3) years.
- Must have had no convictions for DWI or DUI within the immediate past five (5) years of employment, or more than once during the immediate past seven (7) years.
- Must have no more than five (5) points against their driver license within the immediate past three (3) years.
- Must not have had a suspended or revoked driver's license in the last three (3) years.
- Must not have had any Type "A" driving violations within the immediate past five (5) years.
- Must not have had more than five (5) Type "B" driving violations within the immediate

past five (5) years.
Type “A” Driving Violations
Type “A” Driving violations are those that could/did cause serious harm to another person or themselves. These violations are safety and endangerment issues and are not allowable by our agency and the individual is not insurable through INCA.
<ul style="list-style-type: none"> • Driving under the influence of alcohol or drugs • Driving with an open container (alcohol) • Refusing to take a substance test • Reckless Driving • Hit and Run • Fleeing or evading police or a roadblock • Resisting arrest • Racing/speeding contest • Driving with a suspended/revoked license • Vehicular assault • Homicide or manslaughter • Using a vehicle in connection with a felony
Type “B” Driving Violations
Type B Driving Violations are classified as moving violations which are considered minor offenses unless they are in excess of 5 within the past five years. Disciplinary actions may be taken up to and including termination.
<ul style="list-style-type: none"> • Speeding • Improper lane change • Failure to yield • Failure to obey traffic signal/sign • No seatbelt • Accidents • Collisions
Incidents
After employment begins an employee may not have any Type “A” Incidents for the life of their employment. Type “A” incidents will result in automatic termination. If an employee has more than 5 points against their license then they will be terminated from employment with the agency. Yearly background checks include MVR’s which will show the points against a license.
Type “A” Incidents
<ul style="list-style-type: none"> • Leaving a passenger on the vehicle after a shift has ended. • Not securing a wheelchair using the proper procedures resulting in them being thrown from their wheelchair and causing extensive damage. • Throwing a passenger from their seat and causing extensive damage due to improper handling of the vehicle.

- Sexually harassing a passenger.
- Use or possession of intoxicating liquids or narcotics of any kind on or in agency property.
- Theft of agency property or a passenger's personal property.
- Deliberately making or using falsified records, material requisitions, time cards or other related documents.
- Possession of firearms or other illegal weapon on or in agency property.
- Willful destruction of agency property.

Type “B” Incidents

- Any incident involving driving, vehicles, or passengers including minor traffic tickets or valid complaints which results in a written or verbal warning from upper management. If a person has more than 5 incidents within a 3 year period they may be subject to termination.

Type “C” Incidents

- Outstanding warrants
 - In the event a person has an outstanding warrant for any cause they will be suspended until the warrant is taken care of and they are cleared. A driver may be arrested when driving with an outstanding warrant which endangers the vehicle and passengers.

Motor Vehicle Records (MVR)

The agency conducts an initial MVR check on all employees whose primary job related duties include driving before they are hired and at least once every 12 months. The agency reserves the right to investigate an employee's driving record at any time and take whatever action necessary or appropriate based on the information gained.

The MVR check will determine driver insurability. All drivers must meet the insurability standards established by the liability carrier to be eligible for auto insurance coverage and to operate vehicles in the scope of their employment.

On those occasions that the results of the check preclude a person from being insurable a copy of the report will be provided to the individual with an opportunity to review and dispute any inaccurate or incomplete information. The final determination will be maintained by the Executive Director of the findings or incomplete information.

Guidelines

- Employees are required to report all vehicular accidents and moving violations (whether incurred on the job or not) to their supervisor within forty-eight (48) hours of an accident or receiving a violation. Failure to report accidents and/or moving violations (including “DUI” violations) will result in disciplinary action, up to and including termination.
- Employees who are in driving positions will be automatically terminated upon receipt of a third traffic violation within a three (3) year period or if driving record has adverse effect on our commercial auto policy rates.
- Employees who are in driving positions must report to their supervisor within a 24 hour

period if their driver's license is suspended or revoked. Employees will be automatically terminated upon notification of a suspended license.

- Employees who are in driving positions will be automatically terminated upon receipt of a Type "A" driving violation.
- Employees are required to report all "warning" citations issued while in an agency vehicle.
- Employees who are offered the chance to take a remedial and/or defensive driving course to remove a traffic violation from their record will complete the course in the prescribed amount of time. Costs for the course shall be at the employee's expense.
- Employees are responsible for paying all fines associated with any traffic infractions and resultant fine resulting while operating an agency vehicle.

Safe Practice Standards

Employee driving while on duty:

- Will obey all traffic laws.
- Will not speed.
- Will wear seat belts at all times.
- Who transport infants and toddlers as part of their work duties shall restrain them in approved child restraint seats.
- Who transport disabled persons in wheelchairs will use all safety restraints in the correct manner.
- Will never argue with another driver or a police officer.
- Will not speak on phone or text while driving. All drivers are required to use hands free equipment or to pull over to a resting stop for phone calls.
- Will report any maintenance issues of the vehicle immediately to the supervisor or other predetermined personnel.
- Will comply with and agree to agency drug and alcohol policy.
- Will abide by the Tobacco Free Policy by not smoking in the agency vehicles.
- Will conduct a pre-trip inspection in agency vehicles before operation. Any defects are to be immediately reported to your supervisor.
- Will promptly report any vehicle damage, operation concerns, and vehicle accidents to your supervisor or other predetermined personnel for immediate attention.
- Will not drive if they have taken any medications which make them drowsy or unable to safely drive a vehicle.
- Will not drive if they severely tired.
- Will not transport any persons or materials that are not work related without prior approval.
- Will report immediately to their supervisor if at any time feels he/she is an unsafe/unfit driver.

Personal Vehicles

Use of personal vehicles for agency business must be approved by the Program Director or Executive Director. Employees who use their personal vehicles must have them regularly serviced, maintained, and in good operating condition and have appropriate insurance coverage. Personal auto liability insurance and vehicle registration are required by the state and, thus, are required for any agency employee who drivers a personal vehicle to conduct agency business.

Personal Use
Employees who drive agency vehicles shall be responsible and respectful of personal use. Employees who are not performing scheduled duties may not use the agency vehicles for any personal use unless special permission is given by the Executive Director.
Dissemination of Policy
The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.