

## **Driving Qualifications Policy Options in Community Living, Inc.**

Options has established a policy on the use of motor vehicles. Employees may be required to maintain and drive a personal vehicle or to drive an agency-owned vehicle for work purposes.

Employees must have a valid Wisconsin Driver's License. Options will perform a driver record check through the State of Wisconsin Department of Transportation to determine employees' eligibility to drive for Options using a personal vehicle or a vehicle owned by Options.

**Eligibility to drive for Options:** Employees must have driving records that are free of the following incidents within the last five years, or as noted below. New or pending charges for these incidents may result in approval being denied or suspended pending the outcome.

- Driving while intoxicated convictions
- Open intoxicant convictions
- Reckless driving-includes violations of 20+ mph over limit & others as defined by our insurance carrier
- Driving while license is suspended or revoked
- Leaving the scene of an accident
- Hit and run
- Failure to stop for an officer
- Two or more citations for failure to show proof of liability insurance
- Three or more moving violations and/or at-fault accidents in the prior 36 months

Driving records will be regularly monitored. Employees are responsible for immediately informing their supervisors of driving record violations listed above; Options will also receive automatic notifications.

**Lift-Equipped Vans:** Drivers of the lift-equipped vans must be trained in the proper use of the lift and tie-downs. Documentation will be maintained to verify that an employee is approved to drive the van.

**To qualify to drive a personal vehicle when working:** Employees who will be driving a personal vehicle when working for Options must provide documentation of liability insurance on the vehicle, complying with the minimum levels of coverage listed below. We encourage employees to discuss the work use of their vehicle with their insurance agent.

- \$100,000 for bodily injury per person
- \$300,000 for bodily injury per accident
- \$100,000 for property damage per accident

Verification of liability coverage on each vehicle you drive in the course of your employment with Options must be provided regularly, upon request. Proper verification must include name of insurance provider, liability coverage limits, vehicle description, the employee's name as policyholder or as a covered driver, and the effective start and end dates of coverage.

By agreeing to drive a personal vehicle as a part of their employment, employees are verifying that their cars are maintained so that they are safe and road-worthy, and that employees will comply with all traffic laws, and Options' Driver Expectations.