



Driving Qualifications Policy Options in Community Living, Inc.

Options has established a policy on the use of motor vehicles, whether owned by employees or the agency, for work purposes. Employees must provide information confirming that they have valid driver's licenses and liability insurance covering the use of their personal vehicles for work purposes.

Liability coverage with the following minimum amounts is required:

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

Employees will be required to provide verification of their liability coverage twice per year; some employees will be asked to provide verification at other points in the year, on a random basis, to ensure that required coverage remain in place.

By agreeing to drive as a part of their employment, employees are verifying that their cars are being maintained so that they are safe and road-worthy at all times.

Options will check motor vehicle records through the State of Wisconsin Department of Transportation to determine employees' eligibility to drive on work time in their own vehicles or in a vehicle owned by Options.

To be eligible to transport others on work time, or to do any work-related driving, employees must have driving records that are free of the following incidents within the last five years:

- Driving while intoxicated convictions
- Open intoxicant convictions
- Reckless driving
- Leaving the scene of an accident
- Hit and run
- Failure to stop for an officer

The date used to determine the beginning of the five year period will be the date of conviction, or the end of probation or parole, whichever is later. Driving records will be regularly monitored through the State of Wisconsin's Employer Notification program. Employees are responsible for immediately informing their supervisors of driving record violations listed above.

In addition to the above, potential drivers of the lift-equipped van must be trained by Options in the proper use of the lift and tie-downs, and must have sufficient driving experience to safely operate the van. Documentation will be maintained to verify approval to drive the van.