



POLICY: Company Driver Requirements

Original Implementation Date:		Date Reviewed/ Revised:	3.2016	Area of Responsibility:	Human Resources	Version:	2
-------------------------------	--	-------------------------	--------	-------------------------	-----------------	----------	---

PURPOSE: In an effort to establish uniform guidelines for employees who are required to drive company vehicles. This includes; Customer Service personnel (drivers), Environmental Service personnel (employees who drive the pick-up truck off campus for supplies) and any other employee who drives a licensed Company vehicle, on or off of the property, over the normal course of their assigned duties. Company vehicles includes community golf carts.

POLICY AND PROCESS: Employees of Sun Health Senior Living who are required to drive as part of their work responsibilities must provide their supervisor with the proper information regarding their legal status to drive. Other employees, who may have need to occasionally drive for business reasons, must also provide the information below. This policy does not apply in situations where the employee must drive in emergency circumstances.

Hiring Process:

- Applicants must provide the hiring supervisor with a current Arizona Driver’s License.
- Supervisors must make a documented effort to obtain written references from the applicant’s former employer as it relates to the applicants previous driving duties and experience as it relates to the use of applicant’s driver’s license. In addition, background checks for both criminal activity and motor vehicle violations will be conducted.
- Employees/drivers who will drive off-campus must submit to a DOT physical and a DOT drug/alcohol test as determined by the DOT regulations for; Pre-employment, Post-accident, Reasonable-suspicion, and Return-to-duty events. Random testing per the DOT regulations applies to drivers holding Class A-CDL licenses.
- Applicants who are required to drive a company vehicle off-campus over the normal course of their assigned duties will be offered the position contingent on passing a DOT physical and DOT drug/alcohol tests.
- Employees who will be driving on-campus only, must possess meet the age requirements below and possess a valid driver’s license and have a positive Motor Vehicle Record. These employees do not need a CDL or pass a DOT physical or DOT required testing.
- Employees must complete all required training **before** driving any company vehicle, including a golf cart.
- Positions that require driving as a primary job duty are safety sensitive positions.

Ongoing Employment:

- Employees affected by a medical condition or a prescription medication must notify their supervisor immediately if they are unable to perform the essential functions of the position. If an employee is absent for medical reasons, the employee must provide to Human Resources with a “fitness for duty certificate” from their medical provider prior to returning to their regular duties.
- An affected employee must notify their supervisor within 30 days of a conviction for any traffic violation, except parking, regardless of the nature of the violation or the type of vehicle which was driven at the time.
- If an affected employee’s drivers license is suspended, revoked, canceled, or if they are disqualified from driving, they must inform their supervisor immediately. The notification must be made prior to any scheduled shift, but no later than by the end of the next business day following receipt of the notice of the suspension, revocation, cancellation, lost privilege or disqualification.
- Directors/Managers may not knowingly allow an employee to drive a Company vehicle who has more than one license or whose license is suspended, revoked or canceled, or is disqualified from driving. Violation of this requirement may result in civil or criminal penalties and disciplinary action as outlined in the Employee Handbook.
- DOT physicals and drug/alcohol tests will be conducted every 1 to 2 years as indicated per the DOT regulations. The purpose is to determine if the employee is able to meet the physical and safety requirements of driving a Company vehicle. All copies of the physicals and drug/alcohol tests will be placed in the employee’s DOT file.
- Each year, the Customer Service Manager or Director or the employee’s supervisor will request a copy of the driving employee’s MVR and current driver’s license prior to the employee’s anniversary date. Copies of the MVR and driver’s license will be forwarded to the company’s insurance liaison as well as being placed in the employee’s DOT file.
- A copy of an employee’s MVR should be obtained in conjunction with involvement in a serious preventable collision, multiple minor preventable collisions or citation for moving violations while operating a company vehicle.
- The employee’s DOT file as well as all other documentation related to an affected employee’s use of company vehicles will be maintained in strictest confidence by the Manager of Customer Service/Transportation.

Driver Responsibilities:

- Employees are to wear seat belts and utilize all safety measures when driving vehicles that provide safety equipment.
- Employees should notify their supervisor immediately if they notice any issue with the company vehicle that they are driving.
- Drivers must follow all traffic laws while driving company vehicles.
- Drivers must minimize all distractions while driving. This includes, but is not limited to, eating, drinking, use of cellular phone without hands-free device, and personal grooming.

Revocation of Driving Privileges:

An applicant's or employee's driving record becomes unacceptable if one or more of the following exists:

- Three (3) or more accidents (regardless of fault) in the last three years;
- Any Type "A" violation in the past three (3) years; *See the list of Type A violations noted below*
- Any combination of accidents, and Type "B" violations totaling four (4) or more in the past three (3) years. *See the list of Type B violations noted below*

Type "A" Violations

Driving while intoxicated

Driving under the influence of drugs

Negligent homicide arising out of the use of a motor vehicle

Operating during a period of suspension or revocation

Using a motor vehicle for the commission of a felony

Aggravated assault with a motor vehicle

Operating a motor vehicle without the owner's consent (grand theft)

Permitting an unlicensed person to drive

Reckless driving

Speed Contest

Hit and Run (Bodily Injury or Property Damage)

Type "B" Violations: All moving violations not listed as Type A Violations

Employees whose primary responsibilities include driving company vehicles and who lose their driving privileges under the circumstances listed above, may face discipline, up to and including termination.

Other Driver Qualifications:

1. Service vehicles, private passenger vehicles, and vehicles transporting residents: drivers must be 21 years old or older.
2. Golf carts driven on campus: Drivers must be 18 years old or older.
3. Drivers of vans and buses must conform to statutory requirements regarding Commercial Drivers Licenses (CDL's)

RELATED POLICIES: Transportation of Residents