

Kids Central, Inc. System of Care Policy & Procedure

Series:	General Services and Information Technology		
Policy Name:	Driver Safety, Kids Central Motor Pool and Transportation of Clients		
Policy Number:	1014		
Origination Date:	08/29/06	Revision Date:	11/22/2010
Reference:	COA Standard ASE 6.03		
Attachments:	Fleet Safety Policy, Notice to Employees Vehicle Inspection Checklist Motor Vehicle Record Review Criteria Fleet Safety Rules Drivers Safety Checklist		

Policy:

It is the policy of Kids Central, Inc. to maintain and repair agency vehicles in a manner that promotes safety of our employees and clients, to ensure that staff members who drive in the course of completing normal work responsibilities do so in a safe manner and to provide safe, reliable to transportation to clients when necessary.

Procedure:

A. General Transportation Procedures

1. For the purpose of this policy, vehicles refer to those owned/operated by Kids Central or those personal vehicles that are regularly used by agency staff to transport clients, and vehicles that provide transportation through a contract or agreement with an outside entity.
2. When any vehicle is regularly used by Kids Central to provide transportation, the driver shall have a current Florida driver's license.
3. Personal vehicles owned by Kids Central staff members that are used to transport clients will be maintained in proper working order and will be subject to an annual visual inspection to ensure that the vehicle appears to be in generally safe working condition.
4. The maximum number of individuals transported in a vehicle may not exceed the manufacturer's designated seating capacity or the number of factory installed seat belts.

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5. Each child, when transported, must be in an individual factory installed seat belt or federally approved child safety restraint, unless the vehicle is excluded from this requirement by Florida Statute.

B. Driver Selection and Eligibility:

Kids Central focuses its initial efforts on driver selection using a review process, the first being the job requirement. Certain positions require the employee to maintain a valid Florida driver's license. In addition, the prospective employee is required to notify Kids Central of any motor vehicle violations for the last 3 years. Drivers who may be required to drive the larger passenger and cargo vans will have to demonstrate their capability to drive the vehicle prior to being authorized. Authorized drivers' will receive an annual safety presentation.

C. Motor Vehicle Records (MVR)

MVRs will be requested upon the Director or Supervisors approval of the Exhibit packet and every three years thereafter. An unfavorable record will result in the loss of company vehicle driving privileges or employment. MVRs will be used as a standard method of evaluation for all prospective and current drivers. See Exhibit III for MVR Criteria. Exhibit IV is an "Employee Authorization for MVR Review".

D. Drug/Alcohol Testing

Initial drug and alcohol testing is mandatory in accordance with our Drug Free Workplace Program. Testing will be conducted by a licensed medical facility designated by Kids Central. Driving any Kids Central vehicle under the influence of alcohol or any other illegal substances is against policy and will be referred to Kids Central Human Resource Department for possible disciplinary action to include termination.

E. Valid Drivers License

All drivers of agency motor vehicles must have and carry a valid and applicable Florida's driver's license. A copy of a valid driver's license will be maintained by the human resources office for each employee authorized to drive an agency vehicle or use their personal vehicle to transport clients. It is the responsibility of each employee to maintain his or her driver's license in good standing and provide the Human Resources office with a new copy of the license at each renewal. Failure to do so may result in disciplinary action.

F. Personal Use of Company Vehicles

Personal use of company vehicles is prohibited without prior permission from management. If permission is granted, the employee assigned to the vehicle will be the only driver allowed to operate the vehicle. Use of the company vehicle is limited to travel to and from work and work related events. The vehicle is not to be used for personal and/or entertainment purposes. Employees are expected to use their discretion.

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All cars should be returned to Kids Central property at the end of each business day. If the vehicle is not returned at the end of the business day, driver's supervisor should be notified immediately. Supervisor will notify the person maintaining the car log.

Once again, our goal is to provide a safe working environment for all employees by protecting employees and Company property.

G. Staff Eligible to Use Company Vehicles

The following staff will have access to vehicles from the agency motor pool:

1. Chiefs
2. Directors
3. Operations Staff
4. Quality Assurance/Utilization Management/Resource Center Staff
5. Finance Staff

H. Check-Out and Return of Vehicles

Vehicles must be checked out of the motor-pool via the use of a vehicle sign-out form. The form will designate the name of the employee checking out the vehicle, the department for which the employee works, the date the vehicle is to be used, checkout /check-in mileage, and the purpose for using the vehicle. Forms will be maintained by the department administrative staff. When sign out form is full or a system needs attention the vehicle will be removed from service and the Director of IT & General Services will be notified via the Driver Vehicle Inspection checklist Exhibit II to perform needed service.

I. Federal, State and Local Laws

All agency-owned, leased, or rented vehicles, all personal vehicles, and other mobile equipment operated on official agency business shall operate in compliance with all applicable federal, state and local laws or ordinances. Failure to comply with federal, state and local laws or ordinances shall be considered improper use or maintenance of a vehicle and employees shall be subject to disciplinary action. All fines and penalties resulting from failure to comply with federal, state, or local laws or ordinances are the personal responsibility of the vehicle operator or employee responsible for maintaining the vehicle.

J. Insurance

Automobile liability coverage for all agency-owned or leased vehicles is provided by the agency. Individuals are responsible for the provision of insurance for private vehicles used in the course of agency business. Transporters are required to maintain 100,000/300,000 coverage at all times. Based on the availability of funds, transporters will be paid a supplement to subsidize the requirement for insurance in excess of usual coverage.

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K. Vehicle Preventive Maintenance

To retain the safety and integrity of the vehicle, Kids Central will provide the necessary resources to ensure all vehicles are operating at their best. All routine motor vehicle maintenance will be done according to the manufacturer's specifications. Critical components that must always be maintained and promptly repaired are brakes, tires, suspension, steering, lights, mirrors, windows, and windshield wipers.

Drivers are required to conduct pre-trip vehicle inspections and note on the log sheet and communicate to the motor pool by filling out exhibit II if the vehicle requires any immediate attention. The Driver Vehicle Inspection Checklist (see Exhibit II) should be forwarded to the Director of IT & General Services. The Director of IT & General Services will confirm the equipment malfunction, complete repairs, and sign the checklist as completed. Any mechanical concerns noted while driving the vehicle must be reported to the Director of IT & General Services immediately.

All preventive maintenance and repair documentation shall be maintained on file in the office of the Director of IT & General Services.

L. Record Keeping

Up-to-date records are an essential part of a complete vehicle maintenance program. Record keeping forms should serve one of three purposes -- showing vehicle's maintenance needs, indicating a schedule of work to be done, and recording completed maintenance and costs. The usual types of records, which cover these requirements, include:

1. Drivers Vehicle Condition Report
2. Service and Inspection Report
3. Vehicle History Folder or Chart -- Provides a complete history of the costs of maintenance, parts and labor associated with the vehicle as well as when service and repairs were completed and by whom.
4. Pre-trip inspection forms
5. Inspection forms
6. Maintenance items
7. Critical inspection maintenance items

The records should be kept at least for the life of the vehicle.

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M. Fuel Purchase

Fuel for agency-owned motor vehicles shall be used for official agency business only. Fuel should be purchased using an agency credit card and all receipts submitted to the business office. In the event that an employee's personal funds are used to purchase fuel for agency vehicles, the employee should expense the cost of the fuel in accordance with regular procedures.

N. Transporting Alcoholic Beverages or Drugs

Transporting Alcoholic Beverages or Drugs in agency-owned, leased, rented vehicles or personal vehicles while being used in the course of Kids Central related work, or driving under the influence of alcoholic beverages or any chemical substances that impair a person's driving ability is prohibited.

O. Automobile Accident Reporting Procedures

In the event an employee is involved in any type of vehicle accident while working or while using a company vehicle the following procedures should be followed.

Protect the scene of the crash and take action to prevent additional collisions or injuries.

1. Pull off the roadway as far as possible unless otherwise directed
2. Place reflectors or flares in front of and to the rear of your vehicle. (follow applicable Federal or State laws)
3. Contact emergency authorities immediately
4. Administer emergency first aid if trained to do so

Obtain and record the following information at the scene of the crash:

1. Name and address of each driver, passenger, and/or witness to the crash.
2. License number of each vehicle involved.
3. Name and policy number of the insurance company for each vehicle involved.
4. Complete claims investigation kit including a diagram of the crash.

What to Do:

1. Remember the three "Cs": remain Calm, Courteous, and Consistent.
2. Give your name and address to the injured person or a police officer before leaving the scene. If police respond to the crash, do not leave the scene until you are told you may leave by the officer(s) responding.

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3. Complete the accident report on the scene – not later.
4. Obtain the names of witnesses including addresses and phone numbers.

What Not To Do:

1. Do not talk about the crash, except to a police officer, your employer, or your insurance claim or loss prevention consultant.
2. Leave the scene of even a minor accident.
3. Make no settlements or offers of settlements to anyone
4. Above all, do not sign any statements or reports other than official police reports
5. Do not admit fault.

Our safety coordinator will conduct a review of each vehicle crash.

Supervisors and drivers are required to be trained in post-accident procedures to secure the details of the accident and document the damage. Providing detailed facts of the accident will help our insurance carrier deter fraudulent third party insurance schemes.

All vehicles will be supplied with accident claims kit, a pen, and a disposable camera. Drivers are required to document all details of the accident: traffic flow, speed limits, stop lights/signs, weather conditions, citations issued, etc. Pictures should be taken to document the extent of damage to all vehicles involved.

Once this information is secured, the driver is to report all accidents immediately to the dispatcher and/or supervisor. If the vehicle is inoperable, arrangements need to be made for towing and delivery of cargo. Hazmat operations, containment, and clean up will be coordinated by dispatcher, supervisor and/or driver.

P. Employee Responsibility When Using a Vehicle

It is the responsibility of employees to ensure that:

1. There is absolutely no smoking in Kids Central vehicles.
2. All cars must be returned with at least ¼ tank of gasoline.
3. All cars must be returned in a neat orderly condition.
4. Car pooling or sharing of rides is done whenever possible

All agency-owned, leased, or rented vehicles and all personal vehicles operated on official agency business shall, at all times, be operated in a safe and courteous manner.

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Failure to operate vehicles and equipment in a safe and courteous manner shall be considered improper use and shall subject employees to disciplinary action.

Every employee is responsible for preventing and reporting agency-owned motor vehicle abuse and misuse.

The following are some examples of abuse and misuse:

1. Operating vehicle with insufficient oil or coolants.
2. Failing to report known malfunctions, defects or damage affecting mechanical condition and safe operation.
3. Operating vehicle in improperly selected gear, such as shifting into reverse when traveling forward.
4. Distributing loads improperly in cargo area of vehicle or equipment.
5. Driving at excessive speed.

Q. Smoking

Smoking is prohibited in all agency-owned, leased, or rented vehicles. Employees are encouraged not to smoke in personal vehicles when transporting clients.

R. Cellular Phone

No cellular phone, whether agency-owned or personal, will be used while operating a vehicle during work hours. The phone will be left on standby mode while driving allowing incoming calls to go to voice mail. Before retrieving voice mail messages or placing an outgoing call, the vehicle must be removed from traffic and stopped. Failure to follow these procedures while on agency business can result in disciplinary action.

Bluetooth technology is allowable for use while operating a vehicle during work hours.

Approved By:

Cynthia A. Schuler, Chief Executive Officer

Date

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Exhibit I

Fleet Safety Policy Notice to Employees

Traffic-related motor vehicle accidents are the leading cause of work-related fatalities. The environment in which these accidents occur involves numerous complex factors, of which the majority is uncontrollable. The purpose of Kids Central's Fleet Safety program is to provide the means to reduce such factors to eliminate unnecessary injuries and fatal circumstances. We value our employees not only as employees but also as human beings crucial to the success of their family, the local community, and Kids Central.

All employees are expected and required to actively participate in this program for their own health and well-being. Kids Central encourages its employees to take a proactive approach in identifying potential hazards by promptly reporting them to their supervisor.

*** Use of seatbelts and other safety devices is mandatory. ***

MVRs will be requested periodically at a minimum of at least once every three years. Management reserves the right to use its discretion in determining an unsatisfactory MVR. As a guideline, three (3) violations in the past three years will be grounds for an unsatisfactory MVR and cause for termination and/or disciplinary actions.

Kids Central conducts mandatory random drug and alcohol testing. Driving under the influence of alcohol or other illegal substances is grounds for termination.

New hire and annual employee training will be offered. All employees are expected and required to actively participate identifying training needs as well as program development. Programs will consist of classroom and on the road modules. Training will focus on but not limited to defensive driving techniques and behavior modification.

We encourage all employees to report any and all maintenance and malfunction issues immediately to their supervisor. Kids Central realizes a proper working vehicle is the first step to ensuring everyone's safety.

All vehicles will be supplied with an accident claims kit, a pen, and a disposable camera. Drivers are required to document all details of the accident: traffic flow, speed limits, stop lights/signs, weather conditions, citations issued, etc. Pictures should be taken to document the extent of damage to all vehicles involved. **REPORT ALL ACCIDENTS IMMEDIATELY TO YOUR DISPATCHER OR SUPERVISOR.**

Personal use of company vehicles is prohibited without prior permission from management.

I have read and understand Kids Central's Fleet Safety Policy, and its requirements and expectations of me as an employee.

Employee's Signature

Date

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Exhibit II

Vehicle Inspection Checklist

Location _____

Date _____

Vehicle No.: _____

Mileage _____

Check Each Item	Needs Attn.	O. K.	Check Each Item	Needs Attn.	O. K.
Instruments/Gauges	_____	_____	Steering	_____	_____
Horn	_____	_____	Brake System	_____	_____
Windows/Windshield	_____	_____	Battery	_____	_____
Rear/Side View Mirrors	_____	_____	Radiator and Hoses	_____	_____
Windshield Wipers and Washers	_____	_____	Exhaust System	_____	_____
Speedometer	_____	_____	Suspension	_____	_____
Seat Belts	_____	_____	Fuel System	_____	_____
Seats/Upholstery	_____	_____	Oil/Water Leaks	_____	_____
Heater/Defroster	_____	_____	Oil Level	_____	_____
Headlights	_____	_____	Water Level	_____	_____
Turn Signals	_____	_____	Transmission	_____	_____
Break Lights	_____	_____	Engine Performance	_____	_____
Tail Lights	_____	_____	Vehicle Accident Report Packet in Glove Compartment?		Yes No
Reflectors	_____	_____	General Condition of Body		
Tires and Rims	_____	_____	Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/>		
Safety Equipment	_____	_____	Comments:		

Signed by Driver: _____

Date: _____

Mechanics Report:

Mechanic: _____

Date: _____

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Exhibit III

MOTOR VEHICLE RECORD REVIEW CRITERIA Kids Central Inc

Criteria for unacceptable MVRs

- One (1) or more type 'A' Violations in the past 3 years (as defined below)
- Three (3) or more accidents (regardless) of fault in the last 3 years.
- Three (3) or more 'B' violations in the past 3 years.
- Any combination of accidents and type 'B' violations, which equal Four (4), or more in the last 3 years.

Type 'A' Violations:

- Driving While Intoxicated
- Driving While Under the Influence of Drugs
- Negligent Homicide Arising out of the use of a Motor Vehicle (gross negligence)
- 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 Owners Authority (grand theft)
- Permitting an Unlicensed Person to Drive
- Reckless Driving
- Speed Contest (racing)
- Hit and Run (Bodily Injury or Property Damage)

Type 'B' Violations:

All Moving Violations not listed as type 'A' Violations.

Driver Signature

Supervisor Signature

Date

Date

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Exhibit IV

EMPLOYEE AUTHORIZATION FOR MVR REVIEW

I acknowledge that the information contained in the Company's Vehicle Fleet Safety Policy has been reviewed with me, and a copy of the policy and driver rules have been furnished to me. As a driver of a company vehicle, I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

I also understand that my employer will periodically review my Motor Vehicle Record to determine continued eligibility to drive a company vehicle. In accordance with the Fair Credit Reporting Act, I have been informed that a Motor Vehicle Record will be periodically obtained on me for continued employment purposes.

I acknowledge the receipt of the above disclosure and authorize my employer or its designated agent to obtain a Motor Vehicle Record report. This authorization is valid as long as I am an employee or employee candidate and may only be rescinded in writing.

PRINT - EMPLOYEE'S NAME

DRIVER'S LICENSE NUMBER

EMPLOYEE'S SIGNATURE

DATE

REVIEWER'S SIGNATURE

(Sign and retain the original copy in the employee's file)

DATE

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Exhibit V

Kids Central Inc

Fleet Safety Rules

- Maintain a valid driver's license and have a current, acceptable MVR on file with Management.
- Verify that a current registration and insurance card, as required by the government are in the vehicle.
- Comply with all applicable motor vehicle laws, operating regulations and registration requirements. (Note: The use of radar detectors or similar devices while on company business is expressly prohibited.)
- Do not take chances. To arrive safely is more important than to arrive on time.
- Drivers should be mentally and physically rested and alert prior to each trip.
- Drinking of alcoholic beverages while driving, or driving while under the influence of alcohol or restricted drugs is prohibited.
- Traffic laws must be obeyed.
 - Speed shall never be faster than a rate consistent with existing speed laws and road, traffic and weather conditions.
 - Never attempt to exercise the right-of-way; always let the other driver go first.
 - Keep to the right except when overtaking slow-moving vehicles, or when getting into a position to make a left turn.
 - Never follow another vehicle so closely that you will not be able to make a safe stop under any conditions. Observe Timed Interval and Following Distance guidelines.
 - Turn signals must be used to show where you are heading: while going into traffic and before every turn or lane change.
 - When backing up, be extra cautious that the area behind you is clear. Never assume that no one has driven up or stepped off a curb since you last looked.
- Vehicles are to be driven by authorized drivers only; do not give rides to hitchhikers or strangers.
- Do not tow other vehicles.
- Committing or aiding in crime involving the use of a vehicle is prohibited.
- Seatbelts should be worn by drivers and passengers.
- Check your vehicle daily before each trip, and check the vehicle visually each time before driving. Check lights, tires, brakes, and steering. An unsafe vehicle should not be operated until repairs are made.
- Report all mechanical problems to the supervisor in writing. Forms are placed in each vehicle and/or are available from supervisors.
- Drivers must report all accidents immediately, as required by law and their company rules.

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- Drivers must report all arrests and traffic convictions to their company. Repeated traffic convictions or failure to report traffic accidents or convictions may result in disciplinary action.
- Drivers must adhere to other safe driving rules adopted by the company, prescribed by state or local laws or by applicable D.O.T. Motor Carrier Safety Regulations.
- Personal use of company vehicles is prohibited without prior permission from management.

Employee Signature: _____ Date: _____