

Kids Central, Inc. Policy

Series: Fleet

Policy Name: Driver Safety, Maintaining Company Vehicles, and Transportation of Clients

Policy Number: 1014

Origination Date: 08/29/2006

Revision Date: 01/08/2015

Reference: COA Standard ASE 6.03

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.

Fleet Safety Committee:

The Fleet Safety Committee is comprised of the Director of General Services, the Risk Manager and the Chief Financial Officer. The committee is responsible for:

- Reviewing accidents and employer's overall driver safety record to determine if there should be changes in policy or procedure; or if other corrective action (such as training, equipment changes, etc.), should be implemented to enhance the safe operation of company vehicles, and/or personal vehicles on company business.
- Reviewing driving records of individual employees to ensure all drivers meet the requirements set forth in the policy
- Reviewing all other issues that arise with respect to compliance with this policy.

Driver Guidelines:

- 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.
- All drivers must hold a valid current Florida driver's license.
- 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.

Kids Central, Inc. Policy

- 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.
- 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.

Driver Selection and Eligibility:

Driver selection is performed using a review process, the first being the job requirement, if an employee is required to perform their job function outside the facility, if the department director request driving privileges due to upcoming requirements.

Eligibility is determined by a Florida motor vehicle report to determine if eligibility is meet using the criteria below, the prospective employee is required to notify Kids Central of any motor vehicle violations for the last 5 years. Drivers must meet these standards to maintain driving privileges. Management reserves the right to remove driving privileges without discussion with employee. The director of General Services will provide authorized driver list to each administrative assistant to be used as the authority which authorizes driving a company car. Only employees on this list may operate a company vehicle.

Criteria for unacceptable MVRs

- One (1) or more type 'A' Violations in the past 5 years (as defined below)
- Three (3) or more accidents (regardless) of fault in the last 5 years.
- Three (3) or more 'B' violations in the past 5 years.
- Any combination of accidents and type 'B' violations, which equal Four (4), or more in the last 5 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
- Aggravated Assault with a Motor Vehicle
- 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.

Kids Central, Inc.

Policy

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.

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.

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 Director of General Services.

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.

Check-Out and Return of Vehicles

Vehicles must be checked out of the motor-pool by scheduling via one of the administrative assistants throughout the company. Drivers must inspect the vehicle for safety prior to leaving the parking lot, drivers must not return the car with less than ¼ tank of gas. Drivers must report to the 'Help Desk' any issues with the car.

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.

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Kids Central, Inc.

Policy

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Vehicle Maintenance

The general services team will ensure the cars are repaired and serviced, after receiving a help desk ticket on any condition that warrants service.

Any safety concerns noted while driving the vehicle must be reported to the Director of IT & General Services immediately.

Automobile Accident Reporting

In the event an employee is involved in any type of vehicle accident while working or while using a company vehicle please follow the steps outlined in the Fleet Usage Procedure.

Once this information is secured, the driver is to report all accidents immediately to your 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. If you feel the vehicle might not be operable, advise your supervisor.

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. Carpooling or sharing of rides is done whenever possible

Approved By:

John Cooper, Chief Executive Officer

Date