

NWF Health Network Policy & Procedure

Series: 1100: Human Resources

Policy Name: Acceptable Driving Records

Policy Number: 1123

Origination Date: 02/17/2009

Revised: Board Meeting of 12/14/2023

Regulation: CFOP 60-12

Policy

It is the policy of NWF Health Network (NWFHN), to set minimum guidelines for employees who regularly drive NWFHN vehicles or regularly operate any vehicle on NWFHN business.

Procedure

- A. Potential and existing employees who regularly drive NWFHN vehicles or regularly operate any vehicle on NWFHN business must be 21 years of age or older, have a current, appropriate class driver's license and demonstrate proof of automobile liability insurance for their state of residence. Said coverage must be maintained by the employee throughout their tenure with NWFHN.
 1. Employment in a position that involves driving will be offered conditionally upon the receiving an acceptable Motor Vehicle Report (MVR).
 2. Employees will be prohibited from driving on behalf of NWFHN until verification of the driving record and insurance coverage is received.
- B. NWFHN does not allow the transporting of clients by employees in their personal vehicle, with the exception of the transportation of clients participating in the Independent Living program by Independent Living Program staff..
- C. For all drivers required to frequently operate motor vehicles on agency business, proof of auto insurance and a valid driver license, along with a Motor Vehicle Report (MVR) shall be obtained by the employee at the time of hire and NWFHN reserves the right to request r vehicle related record thereafter. Auto insurance must be maintained by all staff at all times during their tenure with NWFHN.
- D. If a MVR conducted on an employee in a required driver position contains any of the following:
 1. Suspension or revocation of a driver's license by any state within the past three (3) years because of motor vehicle violations or accidents;
 2. Commission of a "major violation" in the last three (3) years, including, but not limited to, DUI, vehicular homicide, drag racing, or attempting to allude an officer of the law;
 3. Three (3) or more moving violations in the last three (3) years;
 4. Any pattern of motor vehicle violations, accidents or other behavior sufficient to be considered by NWFHN to present an undue safety risk or to the extent that the insurance carrier refuses to cover the employee due to the driving record; then that employee will be subject to a warning, required to attend a safety driving course, and/or be disqualified from driving a NWFHN vehicle or driving on NWFHN business.

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- E. NWFHN's insurance agent will notify the CEO or designee if an employee's driving record requires further review.
 - 1. The CEO or designee shall then notify the employee and his/her supervisor.
 - 2. An employee disqualified from driving for NWFHN shall be required to obtain a motor vehicle report indicating that his/her driving record has been rehabilitated to fit within these guidelines and NWFHN's auto insurance carrier must review and approve the report before the employee is allowed to drive for NWFHN.
 - 3. Even once these conditions are met, the approval of the CEO or designee is required before that employee shall be permitted to drive a NWFHN vehicle or drive on NWFHN business.
- F. If driving is an essential function of the employee's job, and they are disqualified from driving under these guidelines, the employee is no longer qualified for that position and is subject to termination (employees affected by this Policy may be transferred to another temporary or regular position for which they are qualified depending on the availability of such a position, the employee's past performance, and the needs of the NWFHN at the time).
- G. All staff who drive NWFHN's or personal vehicles on NWFHN business are required to report all vehicular accidents, DUI violations, traffic violations and suspension of license (whether incurred on the job or not) to their supervisor the next work day following an accident or receiving the moving violation. Failure to report accidents and/or moving violations (including "DUI" violations and suspension of license) may result in disciplinary action, up to and including termination.
- H. For any employee driving a motorcycle on NWFHN business, the employee must wear a helmet. NWFHN employees are prohibited from transporting clients on a motorcycle.