

NWF Health Network Policy & Procedure

Series:	1400: Building and Facilities Management	
Policy Name:	Vehicle Safety, Maintenance, and Operation	
Policy Number:	1406	
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Referenced:	01 Vehicle Inspection Report 02 Monthly Mileage Recap 03 Accident Report Template	

Policy

It is the policy of NWF Health Network (NWFHN), to ensure that staff members who drive during the course of completing normal work responsibilities do so in a safe manner and provide safe, reliable transportation to clients when necessary.

Procedure

General Transportation Procedures. For the purpose of this Policy, vehicles refer to those vehicles regularly used by agency staff. This includes vehicles that provide transportation via contract or agreement with an accredited outside entity.

Use of an NWFHN vehicle shall be used for administrative work activities only (i.e., trainings, conferences, meetings at other offices) by designated employees on official duty assignment. NWFHN vehicles shall not be used to transport clients and/or their belongings, for daily work commute(s), lunch, and not to be used for any form of home visit (i.e., Foster Home, Level 1 homes, unlicensed caregiver homes, or to see a child under the Independent Living Program), etc. The driver of each vehicle shall utilize the mileage logbook to enter the beginning and ending miles of each travel. CEO, COO or CFO shall determine assignment of the vehicles.

A. General Transportation Procedures

Drivers shall ensure they hold a current class E driver's license when any vehicle is regularly used by NWFHN staff to provide transportation.

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. Assigned users and other occupants of the vehicle shall by law use seat belts or other restraints that may be provided. Failure to comply will be considered improper use and subject the employee to disciplinary action.

Smoking, vaping, smokeless tobacco, or any related product is expressly prohibited inside any vehicle used in the process of performing duties. This pertains to all vehicles owned, leased, rented or obtained by any other means assigned to an employee in the course of their duties.

Neglecting to operate a vehicle in safe, courteous, or lawful manner is considered improper use and subject the employee to disciplinary action.

The following examples are indicative of abuse or misuse of a vehicle:

- Operating vehicle with insufficient fluids (oil, coolants, etc.).

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- Failure to report any known malfunction, defect, or damage that may affect the mechanical condition and safe operation of the vehicle.
- Improper operation such as shifting into reverse when traveling in a forward motion.
- Driving at excessive speeds.
- Distracted driving.
- Improperly distributed loads in cargo area.

Any fine or penalty resulting from non-compliance with federal, state or local laws and ordinances is considered improper use or maintenance and will subject the employee to disciplinary action. All resulting fines or penalties will be the driver's responsibility.

When not in use, the ignition key shall be removed and the vehicle will be locked and secure.

Vehicles may only be parked in designated areas

- B. Motor Vehicle Records (MVR). MVRs will be requested upon completion of a satisfactory interview and annually thereafter. A standard method of evaluation for all prospective and current drivers' MVRs will be used. Employees are responsible for immediately notifying their supervisor or manager if their license has been suspended or cancelled, or if limitations are placed on driving privilege. Failure to do so may result in disciplinary action up to and including dismissal. Confirmation of valid driver's license must be performed. Licenses shall be checked regularly to confirm compliance with state obligations.

A copy of the liability insurance coverage, and vehicle registration will be maintained in the glove compartment of each vehicle.

- C. 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 NWFHN. Any positive results will be grounds for termination. Driving under the influence of alcohol or any other illegal substances will be grounds for termination.
- D. Valid Driver's License. All drivers of personal vehicles on NWFHN's behalf 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.
- E. Federal, State and Local Laws. All agency-owned, leased, or rented vehicles and 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 shall subject employees 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.
- F. 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.

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G. Transporting Alcoholic Beverages or Drugs. Alcoholic beverages or illegal substances are prohibited from being transported in any vehicle assigned to employees in the course of their duties. Nor shall an employee operate a vehicle while under the influence of these or any substance that might impair driving ability.

H. Automobile Accident Procedures. In the event an employee is involved in any type of vehicular accident while on official business:

Remember the three (3) "Cs": remain Calm, Courteous, and Consistent;

- a. Do not leave the scene until you are told you may leave by responding officer(s).
 - b. Protect the scene of the crash and take action to prevent additional collisions or injuries.
 - c. Pull off the roadway as far as possible unless otherwise directed;
 - d. Place reflectors or flares in front of and to the rear of your vehicle (follow applicable Federal or State laws);
 - e. Contact emergency authorities promptly. Notify law enforcement, employee supervisor, and Fleet Manager, even if the accident occurs on a holiday or weekend.
 - f. Take photos of damaged property while still at the scene of the accident.
 - g. Administer emergency first aid if trained to do so.
- I. Obtain a copy of the crash report from the responding law enforcement agency.

If the vehicle is inoperable, arrangements will be made by the responding law enforcement agency to have the vehicle towed by the towing company in rotation.

- a. Complete a NWFHN Automobile Accident/Claim Report, including diagram of accident. Forward police report, NWFHN accident report, and all photos by scanning and forwarding to fleetops@NWFHealth.org

What Not To Do:

- a. Do not talk about the accident, except to a police officer, your employer, or your insurance claim or loss prevention consultant;
 - b. Do not leave the scene of the accident even if it's a minor;
 - c. Do not discuss settlements or offers of settlements to anyone;
 - d. Above all, do not sign any statements or reports other than official police reports;
- J. Cellular Phone. Drivers are prohibited from placing outgoing calls, or receiving incoming calls on a wireless device unless the driver utilizes a "hands free" option or a single ear headset. Bluetooth technology is allowable for use while operating a vehicle during work hours. If "hands free" or single ear headset are not utilized, driver must remove the vehicle from the flow of traffic. Vehicle must come to a complete stop, and driver must place the vehicle in park before placing, or accepting calls or

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accepting incoming voice mail messages on a wireless device. This policy may only be deviated from in the case of the need to report illegal activity, to request medical or emergency assistance, or to prevent injury to a person or property.

- Florida Statute section 316.305 bans texting while driving. This includes but is not limited to texting, emailing and instant messaging where your attention would not be focused on driving. Failure to follow these procedures while on agency business can result in disciplinary action.

K. Vehicle Maintenance. Vehicles owned by NWFHN must have maintenance performed on a regular basis:

Maintenance includes, parts and repairs include oil changes, car washes, lubricants, fluids, minor repairs and parts.

- If you are driving a new vehicle, please follow the manufacturer's recommended service schedule.
- Change oil and filters every 4,000 miles or 4 months.
- Make sure to have the tires inspected at each oil change interval and if the tires need to be rotated, add to the service.
- Be courteous to the next driver. Fill the gas tank when it registers ¼ tank.
- In the event it is necessary to eat or drink in the vehicle it is the vehicle user's responsibility to insure that the vehicle is free of food and waste following each use. Vehicles should have all trash cleaned from the inside on a daily basis after each use. If there are spills in the cars, the user must arrange for the vehicle to be cleaned prior to next use.
- Detail the inside and wash outside of the vehicle a minimum of once a month at a full-service vendor.

L. Routine Vehicle Paperwork

A vehicle mileage log is maintained in the driver's door of each NWFHN vehicle. This log must be completed with the following information:

- Property tag number, and license plate number must be noted at the top of each page
- Date of use
- Mileage out
- Mileage in
- Total miles traveled for the day
- Destination (s)
- Name or initial of Driver

A Vehicle Inspection Report must be completed before vehicle leaves the parking lot for a trip for each driver. This requirement is to scrutinize the integrity of the vehicle, and to protect the safety of the driver and passengers. Failure to perform a routine inspection could result in disciplinary action.

All logs, vehicle recap report, daily inspection reports, and monthly receipt documentation shall be scanned and forwarded to the Fleet Manager no later than the 5th day of the following month at fleetops@nwfhealth.org

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Fleet Manager must maintain monthly mileage log, maintenance, repair, and fuel purchase documentation. All documentation must be scanned into an electronic file retained by FY, month, and property tag number. Receipts must be retained for 3 years.

M. Vehicle Disposal - Requests to dispose of vehicles must come from the CEO, COO, or CFO. Fleet Manager will review and assemble request and provide approval of request to the Property Manager to record in inventory. Requests shall include:

- Signed, documented request to surplus
- Complete photo documentation. (interior, exterior, including engine and trunk and spare tire)
- If applicable, an estimate of repair
- Accident report if applicable
- Original Title and registration
- Insurance Settlement Offer if applicable.

Means of disposal will be determined at the time of approval according to DCF policy allowances.