

# Catholic Charities

## SAFETY MANAGEMENT

### TRANSPORTING PROGRAM PARTICIPANTS – SM 005.00

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**Purpose** To describe how Catholic Charities employees should safely transport program participants when doing so is part of an employee's regularly assigned duties.

**Policy** To help ensure the safety of employees and program participants, Catholic Charities employees must meet requirements stated within this policy before they are authorized to begin or continue to transport program participants when required by their position.

#### Procedure



Program directors must identify positions (and names of employees as appropriate) that are required to transport program participants on a regular basis and report the information to the Human Resources Department. The program director or supervisor should provide this policy to all employee drivers. Receipt of this policy is acknowledged by the employee's signature on the Driver's Statement Form (A or B).

#### Driver Qualifications

An employee responsible for transporting program participants must meet the following requirements to *operate his/her personal vehicle* on a regular basis.

- The employee must be twenty-one (21) years of age or older.
- The employee must provide a copy of his/her driver's license and proof of insurance (including effective dates of coverage and the maximum liability limits of this insurance) to the Quality and Training Department.

**Note:** Driver employees are required to maintain minimum automobile liability insurance coverage of \$100,000 per individual and \$300,000 per occurrence. Catholic Charities reserves the right to require higher limits on a program basis. Information must be updated with the Quality and Training Department with each insurance renewal and/or change.

- Driver employees are subject to a Moving Violation Report (MVR) check through the Department of Motor Vehicles.
- The employee must sign and date the Driver's Statement Form A, which is kept in the employee's personnel file.



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An employee operating a *Catholic Charities-owned vehicle* must be 21 years of age or older and may be subject to the following requirements depending on the specific job function and size of the vehicle:

- May be required to complete a Department of Transportation (DOT) physical and may be subject to random drug tests, per DOT regulations.
- May be required to obtain a Commercial Driver's License (CDL).
- The employee must sign and date the Driver's Statement Form B, which is kept in the employee's personnel file.



### **Moving Violation Report (MVR)**

A MVR is requested for all employees who will be transporting program participants as a regular part of their job. A distinction will **not** be made between violations that occur while driving at work and those that occur while driving during non-work time.

A MVR must be completed prior to assigning a new or an existing employee to a position that requires transporting program participants on a regular basis. The MVR must reflect an acceptable driving record, defined as:


- No major violations within the past thirty-six (36) months including but not limited to the following:
  - i. Hit and run
  - ii. Driving under the influence of drugs or alcohol
  - iii. Reckless operation
  - iv. Operating a motor vehicle during a period of suspension or revocation
- No combination of accidents (chargeable or non-chargeable) and minor violations which exceed four (4) points within the past thirty-six (36) months.

The Quality and Training Department checks annually the driving record of employees that transport program participants. Employees identified as out of compliance with the requirements as stated in this policy will be reassigned to a position that does not involve transport of program participants or will be subject to termination based on the circumstances.

When an employee is involved in an accident while transporting program participants, a MVR is requested and reviewed against the criteria listed previously.

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### **Moving Violation Convictions**



If an employee who transports program participants is convicted of a moving violation, either during work hours or during personal time, s/he is responsible for informing the Human Resources Department and his or her supervisor within 30 days of the conviction. Employees are also responsible for informing the Human Resources Department of any license suspension, revocation or cancellation or any other disqualification to drive. The Human Resources Department will then inform the Quality and Training Department.

Failure to the notify Human Resources Department of changes to his/her driving record may result in disciplinary action up to and including immediate termination.