

716 Driver Safety

Effective Date: 09/01/2012

Last Reviewed: June 2022

Purpose: To encourage employees to be safe on the road, to protect themselves and others in the community.

The safety and well-being of our employees is of critical importance to Pine Haven Christian Communities. We each have a responsibility to protect ourselves when on the road and to also do our part to protect those around us. Employees that are required to drive on company business at any time will be expected to consistently follow all the procedures below:

- Employees may not transport residents or residents' family members in personal vehicles.
- All employees are expected to wear seat belts at all time while in any moving vehicle being used for Pine Haven business, whether they are the driver or a passenger.
- Use of handheld cell phones, whether personal or business-owned, while behind the wheel of a moving, company-owned vehicle being used on Pine Haven business is strictly prohibited.
- Although use of cell phones under any circumstances is strongly discouraged while driving, the use of hands-free technology may be warranted in unusual or emergency circumstances.
- Engaging in other distracting activities including, but not limited to, eating, putting on makeup, shaving, reading, or changing radio stations or music, is also strongly discouraged while driving, even when in slow-moving traffic.
- Use of alcohol, drugs, or other substances, including certain over-the-counter cold or allergy medications that in any way impair driving ability, is prohibited.
- All employees are expected to follow all driving laws and safety rules, such as adherence to posted speed limits and directional signs, use of turn signals, and avoidance of confrontational or offensive behavior while driving.
- Employees should never allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or in any seat that does not include a working seat belt.
- All employees who drive Pine Haven vehicles are expected to follow these same guidelines.
- Employees must promptly report any accident to local law enforcement as well as to Pine Haven, if involved while driving for business purposes.
- Employees are also expected to report any moving or parking violations received while driving on Pine Haven business and/or in Pine Haven vehicles.
- Employees who drive personal vehicles for business-related purposes must submit a current certificate of insurance to the Human Resources department.

- When driving a personal vehicle for business-related purposes, the employee's insurance coverage is primary for liability purposes and follows the title of the car.

Pine Haven Vehicles

Employees required to drive Pine Haven vehicles must meet certain criteria prior to driving the vehicle, as listed below:

- Must have a valid driver's license
- Must complete the form authorizing a driver's record check
- Driver's record check must be complete and meet insurance policy guidelines for coverage
- Driver must complete appropriate training for the vehicle being driven

Accident Procedures

1. In an attempt to minimize the results of an accident, the driver must prevent further damages or injuries and obtain all pertinent information and report it accurately.
 - Call for medical aid if necessary.
 - Call the police. All accidents, regardless of severity, must be reported to the police. If the driver cannot get to a phone, he/she should write a note giving the accident location to a reliable motorist and ask that person to notify the police.
 - Record names and addresses of driver, witnesses, and occupants of other involved vehicles and any medical personnel who may arrive at the scene.
 - Complete the form located in the Vehicle Accident Packet. Pertinent information that must be obtained includes:
 - **License number of other drivers**
 - **Insurance company names and policy numbers for other vehicles**
 - **Make, model, and year of other vehicles**
 - **Date and time of accident**
 - **Overall road and weather conditions at time of accident**
2. Do not discuss the accident with anyone at the scene except the police. Do not accept any responsibility for the accident. Do not argue with anyone.
3. Provide the other party with your name, address, driver license number, and insurance information.
4. Immediately report the accident to your immediate Supervisor. Provide a copy of the accident report and/or your written description of the accident to your immediate Supervisor within 24 hours.
5. There will be a formal accident review conducted for each accident to determine cause and how the accident could have been prevented.

Questions or concerns regarding this policy should be directed to the Human Resources department.