



Series: 1200 Human Resources

Policy Name: Employee Driving Clearance

Policy Number: 1235

Origination Date: 11/01/2013

Revision Date: July 1, 2018

Regulation: N/A

Attachments: Attestation of Vehicle Safety Form

Policy: To ensure that employees that who drive Communities Connected for Kids vehicles, Communities Connected for Kids individuals served, or their personal vehicles for Communities Connected for Kids business are safe drivers and are driving safe vehicles.

Procedure:

1. Driving is an essential function for all roles at Communities Connected for Kids Employees in these roles must hold a valid Florida Driver's License. Employees whose permanent residency is not Florida (i.e. college students) must have a valid driver's license from his/her home state. The CEO may request an exception for an applicant or employee in a Youth Worker role to maintain employment without a valid driver's license.
2. All employees who drive Communities Connected for Kids vehicles or any vehicle while transporting individuals served must be at least 21 years of age.
3. All employees in roles that require driving must minimally maintain automobile insurance in an amount equal to state requirements. It is the employee's responsibility to notify his/her supervisor or Human Resources representative should a lapse in coverage occur.
4. All employees who transport clients in their personal vehicle must attest to the safety of the personal vehicle that they use to transport Communities Connected for Kids clients. This attestation will be signed at the time of hire and then on an annual basis. This attestation must be sent to human resources to maintain in the employee's personnel file.
5. All drivers and passengers must use safety belts. Age and size appropriate car seats must be used at all times when infants and children are being transported.
6. It is the responsibility of all employees to ensure that Human Resources has a legible copy of their valid driver's license with their current home address listed.



7. Human Resources will notify program management of any staff who are not approved, qualified drivers.
8. Program management is responsible for ensuring that only approved and qualified drivers are driving for Communities Connected for Kids business purposes.

Procedures – New Hires:

9. All new hires in positions that require driving must provide Human Resources a copy of their valid Florida driver's license when completing new hire paperwork. A new hire that has recently relocated to Florida, and holds a valid out-of-state license will be given 30 days to obtain a Florida license.
10. All new hires will have a motor vehicle report (MVR) completed prior to being hired.
11. Upon receiving the MVR, a Human Resources representative will review each individual report for approval for hire.
12. Disqualifying events for hire into a position that requires driving include:
 - a. License status is ineligible, suspended, cancelled or revoked
 - b. DUI conviction within the past three years
 - c. Four or more moving or child restraint violations within the past two years
13. Program Directors/Managers will be immediately notified via e-mail of any applicants not eligible for hire due to their motor vehicle history.

Procedures – Existing Employees:

14. Human Resources will complete an MVR on all employees at the time of their annual performance assessment. Human Resources will notify program management of any results of staff with ineligible



licenses or disqualifying offenses. Additionally, employees must submit a copy of their valid FL Driver's License if it expired within the past year with current address along with their annual assessment.

15. An incumbent employee in a role that requires driving who comes back with a disqualifying offense will be given 30-days to get their license status cleared. During this time the employee will not be allowed to drive for Communities Connected for Kids business purposes. An employee who fails to clear their license within the allotted time frame will be placed on unpaid administrative leave for 60 days. If still not resolved after a total of 90 days, the employee will be terminated. Disqualifying offenses include:
 - a. License status is ineligible, suspended, cancelled or revoked
 - b. DUI conviction within the past three years
 - c. Four or more moving or child restraint violations within the past two years
16. If disqualification is based on the number of moving violations, the employee may elect to attend a State approved driver school. All costs associated with such training will be at the employee's expense. Successful completion of said course will allow the staff to remain employed in their role that requires driving. Only one driver school exception will be allowed per any staff's employment history with Communities Connected for Kids.
17. An incumbent employee's supervisor may request an exception if disqualified due to moving or child restraint violations. The exception request must include the dates and circumstances of the violations and be approved by the CEO. All paperwork regarding an exception must be sent to human resources to maintain in the employee's personnel file.
18. All other incumbent employees in roles that do not require driving, but have a disqualifying offense will not be allowed to drive Communities Connected for Kids vehicles or any vehicle with a client on board. It is the responsibility of program management to ensure ineligible employees are not driving.
19. It is the responsibility of all employees to notify their supervisor or Human Resources should any incidents occur that might affect their license eligibility. It is the responsibility of the employee to provide all documentation pertaining to their license status to their supervisor and human resources; as well as to inform their supervisor and human resources of all court dates and outcomes.
20. Employees who get a moving or parking violation while driving Communities Connected for Kids vehicles or driving for Communities Connected for Kids business will be responsible for paying all costs associated with said ticket. An employee identified as driving a Communities Connected for Kids vehicle that was caught violating a red light camera will be responsible for paying all costs associated with said ticket.



Employees who receive traffic citations in Communities Connected for Kids vehicles or while driving for Communities Connected for Kids business, including red light violations, may be subject to disciplinary action.

Approved: Carol DeLoach

Carol DeLoach, CEO

July 1, 2018