POLICY:

This Edwin Fair Company Vehicle Use and Driver Responsibilities’ Policy ensures the safe operations of EFC owned, leased or rented vehicles or non-owned vehicles being used on Edwin Fair Business. The policy also ensures the safety of drivers and passengers and shall minimize loss, damages, injuries and claims.

PROCEDURE:

Edwin Fair owned, leased or rented vehicles may be used for transportation of EFC Consumers by authorized drivers only. Authorization of drivers shall be restricted to EFC Staff and volunteers. An authorized driver is an individual who has meets the requirements set forth by the agency and has been granted permission to use the vehicle by the program coordinator or an EFC Management Team member.

Prior to extending the offer of employment to any person whose job responsibilities involve operating an EFC motor vehicle or transporting a consumer in a non-owned vehicle, the future employee will be informed that their eligibility to drive EFC vehicles or transport consumers in their personal vehicle depends on a clean driving history. The potential employee shall obtain a current Motor Vehicle Report online from the Department of Public Safety or from the local tag agency. The MVR must be provided to EFC Human Resource Coordinator on the first day of employment with Edwin Fair. The cost of the first MVR is the responsibility of the future employee. Drivers must possess a valid driver’s license in the State of Oklahoma, have a safe driving history and have their own personal vehicle insurance. Copies of current Driver’s License and current vehicle insurance shall be sent to the Human Resource Coordinator on first day of employment. Staff who do not meet the eligibility requirements will not be permitted to drive EFC vehicles or transport EFC consumers in their own vehicles. After providing the first MVR, Motor Vehicle Reports are obtained and paid for by EFC each year as an insurance requirement for employees transporting consumers in an owned or non-owned vehicle.

A driver cannot have a suspended or revoked license, driving while intoxicated within the last 5 years, driving while impaired within the last 5 years, reckless driving, using a motor vehicle for committing a felony, leaving the scene of an accident, 3 or more moving violations/accidents within the last 3 years or 2 or more moving violations/accidents within the last year. Drivers of EFC Vehicles are required to report any change in safe driving history when it happens. If a license is revoked or suspended, the operating privileges will be terminated.

Drivers must wear seat belts and require passengers to wear them. The number of passengers cannot exceed the number of seat belts.

The driver or passengers shall not smoke tobacco or any other substance including electronic cigarettes, be under the influence of alcohol or controlled substances, allow drinking of alcohol, the use of controlled substances, or smoking tobacco products or the use of electronic cigarettes by passengers in an EFC Vehicle.

The driver will operate EFC vehicles and non-owned vehicles used for transporting consumers in accordance with applicable local, state and federal laws in the State of Oklahoma and EFC Regulations. The driver will not transport passengers, family members or friends, or be part of any other unauthorized use of an EFC Vehicle. The driver will not text while driving and only use hands-free technology.

Loss of driving privileges for Edwin Fair Vehicles and appropriate disciplinary action may occur as a result of suspension or revocation of driver’s license, operating an EFC vehicle outside the scope of the destination, operating an EFC vehicle in a reckless or unsafe manner, the intentional destruction of property, failure to report an accident involving an EFC vehicle or operating a vehicle while under the influence of alcohol or drugs.

Program coordinators are required to make sure only those individuals who have met the eligibility requirements are permitted to operate an EFC vehicle and that EFC vehicles are utilized in “as is” condition. Under no circumstances are modifications, temporary or permanent, of EFC vehicles and their equipment allowed. Edwin Fair owned, leased or rented vehicles must be parked on Edwin Fair Property when not in use.

The program coordinator will establish an ignition control system and include daily vehicle inspections and reports, quarterly vehicle inspections and reports, review of daily logs, and other information as required by the Oklahoma Department of Human Services, Department of Aging for vehicles obtained through DHS.

The program coordinator or designee must ensure proper maintenance of EFC vehicles, including all inspections, are performed as required by DHS Department of Aging for vehicles obtained through DHS. Proper documentation must be available upon request and provided to DHS Department of Aging as requested.

Program coordinators are responsible for ensuring that fire extinguishers, first aid kits, emergency triangles, Insurance Identification Cards, Accident Information Cards (obtained from the safety coordinator), and Vehicle Registration are maintained in each vehicle. Drivers are responsible for monitoring the first aid supplies and the fire extinguisher each month. The Notice of Non-Discrimination Poster is to be displayed in all owned, leased or rented vehicles. The Title VI Plan and the Limited English Proficiency Plan must be available and these plans must be updated every three years.

In the event of an accident involving an EFC vehicle or a non-owned vehicle transporting a consumer, stop, call for help first for any injured party and the police. Get the information required on the Accident Information Card provided in the vehicle and do not admit fault. Immediately report all accidents/damages to the program coordinator. The program coordinator will ask for a Critical Incident Report and an accident review will be conducted by the program coordinator. The executive director and safety coordinator will review accidents, along with all critical incidents, on a quarterly basis. In case of injuries, other reports such as insurance and worker’s compensation may be required. The program coordinator will advise if additional reports are needed.

Traffic or parking violations and citations incurred while driving an EFC vehicle or driving a non-owned vehicle on Edwin Fair business are the sole responsibility of the driver. All such events should be reported immediately to the Edwin Fair Program Coordinator.

Any owned (with DHS Department of Aging Lien) vehicle to be disposed of must first receive approval from the Oklahoma Department of Human Services, Aging Services Division. Vehicles may remain in use for several years until they are replaced by newer ones, no longer needed or considered unsafe. After a vehicle has “aged out”, a plan for disposal of the vehicle may be submitted to DHS, Aging Services Division. After receiving a letter removing the lien from the title, the vehicle may be disposed of. At that time, Edwin Fair will follow the DHS Guidelines for the disposal of vehicles and the funds generated from the disposal of them. All reports and maintenance logs are required for as long as Edwin Fair uses the vehicles, regardless of whether the vehicle has “aged out” or not.

Failure to adhere to the Edwin Fair Company Vehicle Use and Driver Responsibilities Policy may result in disciplinary action.