

# Goodwill Vehicle Management Policy

## **Policy**

The purpose of this Policy is to ensure the safety of those individuals who drive company vehicles or their own vehicles on the Company's behalf. Vehicle accidents are costly to our company, but more importantly, they may result injury to you or others. The purpose of this Policy is to ensure the safety and continuity of Goodwill's Vehicle Safety policies and procedures.

As a result, effective immediately, Human Resources will be the point of contact for the Safety and upkeep of all Goodwill Company Vehicles. Specifically, the Human Resources department will ensure all drivers are qualified and approved as per company standard, and will provide the necessary items needed for safe operation to include but not limited to, vehicle keys, driver's logs, and safety equipment as required.

- Keys for all Goodwill Company Vehicles kept at Corporate will be signed out by the driver and obtained from the Receptionist.

## **Driver Eligibility**

Drivers must have a valid driver's license for the type of vehicle to be operated, and keep the license(s) with them at all times while driving. All CDL drivers must comply with the applicable D.O.T. regulations, including successful completion of medical, drug, and alcohol evaluations. Any employee using their own vehicle to transport clients must provide Human Resources with a copy of their proof of insurance.

- Company vehicles are to be driven by authorized employees ONLY, except in emergencies, or when repair testing by a mechanic. **Family members, friends or Non-Service animals are prohibited from riding in a Company vehicle, without the written consent from the CEO.**
- Company vehicles are to be driven for Company Business ONLY. Personal use of company vehicles is prohibited, without the written consent from the CEO.
- All employees who have a driver's license revoked or suspended shall immediately notify the **Director of Facilities and Safety** and discontinue operation of the company vehicle. Failure to do so will result in disciplinary action up to and including dismissal.
- The Human Resources Dept. will maintain a log of all authorized drivers. **If a potential driver is not listed, they will not be given keys to any company vehicle or allowed to drive on behalf of Goodwill in order to conduct company business.**

## **Driving Records**

Human Resources will keep an updated list of all employees eligible to drive a company vehicle or may transport clients in their own personal vehicle which will be provided to the organization Insurance Carrier. Your personal driving record is a reflection of your overall driving habits, and directly affects our insurance costs. Motor Vehicle Records will be

ordered annually to assess driving records. An unfavorable record will result in the loss of company vehicle driving privileges or employment.

Vehicle Violations that exclude employees from driving company vehicles includes, but is not limited to violations which occur within the past 5 years:

- Conviction for an alcohol and/or drug related driving offense
- Refusal to submit to a Blood Alcohol Content (BAC) test
- Failure to stop/report and accident
- Leaving the scene of an accident
- Conviction for homicide, manslaughter, or assault with a vehicle
- Suspension, revocation or administrative restriction within last 3 years
- Conviction of reckless driving
- Racing
- Passing a stopped school bus
- Possession of a controlled substance
- Making a false accident report
- (3) or more "company vehicle" physical damage claims in any 12 month period
- Conviction for attempting to elude a police officer
- Any other combination of (3) or more moving violations or at-fault accidents within a 3 year period
- Driver's Abstracts will be checked 4 times per year. HR will run an abstract on all eligible drivers on the 1<sup>st</sup> of each quarter starting on January 1<sup>st</sup>. Goodwill's current Insurance Company will also run driver's records checks after being provided an updated drivers list from HR

### **Vehicle Procurement**

Only authorized employees are given permission to procure vehicles and use for company business only. All authorized employees must check out vehicles by visiting the front reception desk to sign out vehicle and obtain the designated key. When returning, the vehicle must be signed back in, regardless of the time of day, with ending mileage indicated. All keys must be returned back to the receptionist or the key locker with no exceptions.

### **Insurance**

Goodwill carries insurance for their entire fleet. Employees driving a company vehicle or their own personal vehicle on behalf of the company must carry their own insurance which is not to be less than the state minimum required coverage amounts. Human Resources will track and keep current copies of insurance cards as proof of state minimum required coverage for those employees who might transport clients using their own personal vehicle.

### **Vehicle Accidents**

All accidents involving Company vehicles, regardless of severity, must be reported to the police and to the **Director of Facilities and Safety**. Failing to stop after an accident and/or failure to report an accident will result in disciplinary action up to and including dismissal.

- The use of a company vehicle while under the influence of intoxicants and other drugs is forbidden and is sufficient cause for discipline, including dismissal.
- **SAFETY BELTS MUST BE WORN BY DRIVER AND PASSENGERS IN COMPANY VEHICLES OR PERSONAL VEHICLES WHILE ON COMPANY BUSINESS.**
- Report any unsafe mechanical condition, difficulties or repair needs to the **Director of Facilities and Safety**.
- Drivers are responsible for the security of the Company vehicles being used by them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.

When reporting the accident to Goodwill, provide the following information:

- (a) Your name
- (b) Location and time of the accident
- (c) If injuries occurred, name of injured, nature of injury and where injured is being taken for treatment
- (d) Whether the vehicle is still drivable or if it requires a wrecker/tow truck
- (e) Whether you have reported the accident to the police/sheriff

### **Cell Phone Usage**

Under all circumstances, employees shall obey all motor vehicle laws. Violations or fines incurred by employees shall be the full responsibility of the employee, and may affect future driving privileges in company vehicles as outlined above.

Goodwill prohibits the use of hand-held **cell phones** while operating a vehicle. One hand must be on the wheel at all times and, as per Ohio State law, texting is forbidden. When placing or taking calls, they must be postponed until the car is in a safe parked position, or a hands-free device must be used.

### **Cell Phone Usage During Client Transportation**

To promote employee, client, and public safety, Goodwill Industries of Northwest Ohio requires that a working communication device be present in all agency vehicles used for client transportation.

When transportation is provided for clients, Goodwill Industries of Northwest Ohio Cell Phone Stipend Policy demonstrate there is evidence of communication devices available in the vehicle(s).

Employees transporting clients must ensure that:

- A charged and operational cell phone or approved communication device is available during transport.
- Emergency contact numbers are accessible while transporting clients.
- Communication devices are used only in accordance with agency safety requirements and applicable state laws.

**Safe Cell Phone Use Requirements**

The use of handheld communication devices while operating a vehicle is strictly prohibited except during emergencies and in compliance with Ohio law.

Employees shall:

- Not text, email, dial, browse, or otherwise use a handheld cell phone while driving.
- Pull over to a safe location before initiating or responding to non-emergency communications.
- Use hands-free communication only when absolutely necessary and when it does not interfere with safe vehicle operation.
- Prioritize safe driving conditions at all times over phone communication.

**Emergency Situations**

In the event of an emergency involving a client, vehicle accident, breakdown, medical concern, or unsafe condition, the driver shall:

1. Safely stop the vehicle when possible.
2. Contact emergency services (911) if necessary.
3. Notify the supervisor or designated agency contact as soon as safely possible.
4. Follow agency incident reporting procedures.

Failure to comply with these transportation and communication safety requirements may result in disciplinary action up to and including loss of driving privileges or termination.

**Medical Emergencies**

All drivers transporting clients and/or passengers should be CPR and First Aid certified. In the case of a client and/or passenger requiring medical assistance, the respondent/driver shall follow standard CPR and First Aid procedures and/or call 911.

## General Vehicle Operations

1. Goodwill requires that all drivers have a valid driver's license.
2. Each company vehicle and/or personal vehicle used for company business must be equipped with a first aid kit, warning triangles, spare tire, a communications device and emergency procedures.
3. All drivers shall obey all traffic laws and ordinances of the area where the vehicle is operated, and are responsible for tickets if received.
4. Employees are expected to keep company vehicles clean at all times. All malfunctions or damages must be reported to Human Resources immediately.
5. When conducting company business and a vehicle is needed, a company vehicle must be used. If a company vehicle is unavailable, then, with the approval of the Department Director and/or CEO, employees may use their own personal vehicle.
6. Prior to using a company vehicle employees must obtain permission from their supervisor and sign out the vehicle at the front receptionist desk indicating the purpose and destination. Keys will also be obtained at the front receptionist desk. Upon returning the vehicle and keys employees will sign back in the vehicle and record the ending mileage.
7. Prior to using a personal vehicle, employees must first sign the transportation bag log held at the receptionist desk report to obtain a transportation bag (includes first aid kit, warning triangles, ice scraper/snow brush, vehicle operations manual and other items necessary for safe operation of the vehicle).
8. Personal vehicles must be properly maintained at all times and will not be used if found to be not to be in poor condition or in need of maintenance for the purposes of company business especially when transporting clients.
9. All mileage must be recorded on the Vehicle Mileage Log when using any company or personal vehicle.
10. To request reimbursement for business mileage, an employee must complete a Travel Expense Report and have it signed by his/her Department Director.
11. Observation habits for safe operation are:
  - a) Scan the road far ahead of you
  - b) Maintain awareness of what is around you
  - c) Avoid hypnotic stare by moving the eyes often
  - d) Maintain a safe space ahead, behind and beside you
  - e) Let others know your plans. Signal in advance of turns and stops
12. Maintain a safe clear distance ahead – at least one vehicle length for each ten miles of speed.
13. Where there are schools, there are children. Be on the lookout for them.

## Employees Authorization for MVR Review

I acknowledge that the information contained in the Company's Vehicle Management Policy has been reviewed with me, and a copy of the policy and driver rules have been furnished to me. As a driver conducting business on behalf of Goodwill Industries of NW Ohio, I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

I also understand that my employer will periodically review my Motor Vehicle Record to determine continued eligibility to drive a vehicle when conducting business for Goodwill. In accordance with the Fair Credit Reporting Act, I have been informed that a Motor Vehicle Record will be periodically obtained on me for continued employment purposes.

I acknowledge the receipt of the Vehicle Management Policy, confirm that I have valid insurance coverage and authorize my employer and/or designated agents to obtain a Motor Vehicle Record report. This authorization is valid as long as I am an employee or employee candidate and may only be nullified in writing.

**NOTICE TO ALL EMPLOYEES:** Only authorized drivers are allowed to drive company vehicles or drive a personal vehicle to conduct Goodwill company business. Any individual that does not meet the guidelines as per Goodwill's Insurance requirements will not be allowed to drive any company vehicle or transport clients for any purpose using their own personal vehicle.

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Driver's License Number/ State Issued

\_\_\_\_\_  
Last 4 digits of Social Security Number

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Signature/ Date

\_\_\_\_\_  
Reviewer's Signature Date

*Retain signed original in employee's file*