

ST. JOSEPH ACADEMY
(SJA)

Department:	Human Resources
Number:	300.16
Effective Date:	1/1/17
Review Date:	7/21/2023
Revised Date:	7/21/2023
Page:	1 of 4

Policy: The purpose of this this document is to set out the terms and conditions associated with employees driving their own vehicles for work purposes. This policy applies to all St. Joseph Academy employees using their vehicles for work.

Definitions, Responsibilities, Licensing and insurance

To make sure everyone has a common understanding, the following definitions apply:

1. Work-related driving is operating a motor vehicle in the course of your work, including driving to and from St. Joseph Academy work sites and offices, and work locations, as well as other driving approved by your manager. Work-related driving does not include commuting from your home to your primary workplace.
2. An employee-owned vehicle is a vehicle for which the employee is the registered owner or the sole signatory of a vehicle-lease agreement or a vehicle which is rented for such purposes.
3. An employee-owned vehicle must be insured **by the employee**. The recommended minimum automobile liability coverage for personally owned vehicles is bodily injury limits of \$100,000 per person or \$300,000 per accident and property damage coverage of \$100,000. The collision and comprehensive coverage is an option item by the owner. The Christian Brothers Risk Pooling Trust will only provide coverage in the event of a claim that exceeds the liability limits of the owner's policy.
4. Medical coverage for the medical expenses of all occupants in the vehicle is the responsibility of the employee owner and is required.
5. The Christian Brothers Risk Pooling Trust provides coverage for all vehicles owned or leased by St. Joseph Academy. This includes Auto Liability for Bodily Injury and Property Damage and is in effect for all authorized drivers of Vehicles scheduled with the Trust.
6. Any employee authorized to drive on company business must have a valid driver's license issued from their state of residence. Obtaining a driver's license is a personal expense.
7. A copy of the employee's valid driver's license must be on file with the company

Driver Disqualifications

Employees may not qualify for driving on behalf of the company if during the last 36 months they:

1. Have been convicted of sale, handling or use of drugs or any other felony
2. Have been convicted of alcohol or drug related offenses while driving
3. Have their insurance cancelled, declined or not renewed by the insurer

4. Have their driver's license suspended or revoked
5. Have been convicted of 3 or more speeding violations
6. Have been convicted of 1 violation deemed serious by the company (such as DWI)

Review of Motor Vehicle Record

State Motor Vehicle Records (MVRs) will be used as the source for verifying driver history. MVRs will be obtained and reviewed annually. Every employee position with driving duties requires a satisfactory MVR. The MVR policy applies to drivers of St. Joseph Academy vehicles, vehicles rented for company business as well as for use of personal vehicles while on company business.

MVRs will be examined prior to the start of employment and annually thereafter. Qualified employees will be required to complete a Written Consent for Check of Driving Record form to initiate the MVR request.

Any job offer made to a candidate for a position with driving duties as an essential function of the position shall be informed that the job offer is contingent upon an MVR meeting the required standards. Continued employment in a position with driving duties as an essential function also requires a satisfactory MVR.

Personal Cars used While on Company Business

The employee is responsible for any liability for bodily injuries or property damage arising out of an accident occurring in connection with operation of their personal car while on company business. Generally, your personal insurance policy is considered primary and the company's insurance policy is considered secondary.

When driving while on company business, the following rules apply:

1. Obey all traffic laws.
2. Driver and all passengers must wear available personal restraints.
3. Attention to and practice of safe driving techniques and adherence to current safety requirements.
4. Drivers may not use any handheld cell phone while driving.
5. Drivers are not allowed to drive while under the influence of alcohol or any controlled substance.
6. Possession, transportation or consumption of alcohol or illegal drugs by anyone in the vehicle is not allowed.
7. Report any accident immediately to police and to your manager.

Violation of these rules may result in disciplinary action up to and including termination.

Traffic Violations

Fines for parking or moving violations that occur while on company business are the personal responsibility of the driver.

Accidents While Driving on Company Business

In the event of an accident that occurs while driving on company business:

1. Call the police
2. Call your Supervisor
3. Do not admit negligence or liability.
4. Do not attempt settlement, regardless of how minor.

5. Obtain name, address and phone number of injured person and witnesses if possible.
6. Exchange vehicle identification, insurance company name and policy numbers with the other driver.
7. Take a photograph of the scene of accident if possible.
8. Complete the accident report in your vehicle.
9. Turn all information over to your manager within 24 hours.
10. If the employee requires medical attention/treatment, he or she may be required to be drug tested under the provisions of the company's Substance Abuse policy and reasonable suspicion testing requirements.

Thefts

The company will not be responsible for theft of your personal vehicle or loss of personal items left in any vehicle while being used on company business.

Cell Phone Use

The company requires the safe use of personal and company-provided cell phones by employees while conducting business. The company does not permit employees to drive on company business while using a hand-held cellular telephone.

You should not use a cell phone while driving because of safety concerns, instead should pull over to the side of the road to make or receive calls. If you are unable to pull over or stop before receiving a call, you should use hands-free equipment, keep the conversation brief, and immediately locate a safe area to park your vehicle.

Supervisors

Supervisors are responsible to confirm employee's ability to continue to satisfy the terms and conditions of this policy. Before recommending that an employee use their vehicle for work, Supervisors will:

1. Receive and check vehicle insurance
2. Confirm the employee is legally authorized to drive, has taken the required driving test, provide the employee with a copy of this policy
3. Review the policy with them and receive a copy with their signed agreement

Employees

Employees are responsible to satisfy the terms and conditions of this policy.

In addition to requirements below, employees will:

1. Be authorized to drive on company business.
2. At least 21 years of age with a minimum of 3 years driving experience.
3. Complete and provide necessary records to their supervisor in a timely manner.
4. Agree to voluntarily use their vehicle for St. Joseph Academy.
5. Immediately tell their supervisor of any relevant changed circumstances (for example, license suspension, new or different vehicle, vehicle not available for use, etc.).
6. Have, maintain and renew insurance coverage while the vehicle is used for work.

7. Provide St. Joseph Academy with a copy of the current insurance documents before using the vehicle for work and when the policy is renewed or changed.

Approved by: Tobias Davis
President/CEO

Date 8/4/23

Cut on line and return bottom portion to Human Resources, keeping policy copy for your records.

___ **I have read and will abide by the conditions as stated in this document regarding the operation of any vehicle while on company business.**

___ **I am exempt from the conditions stated in this document as I do not have a valid Driver's License and therefore will not, under any circumstances, drive a vehicle for business purposes.**

Name (printed) _____

Signature _____

Date: _____

Drivers

I understand that driving a St. Joseph Academy vehicle or my own vehicle for business purposes is a requirement of my position and that having and maintaining a satisfactory driving record is a condition of my employment.

1. I agree to allow St. Joseph Academy to check my driving record on an annual basis.
2. A valid driver's license issued in the state of residence must be on file in Human Resources.
3. I will complete the required on-line driver training by February 1, as well as subsequent refresher driver training(s), on an annual basis.
4. I further agree to report any license suspensions, serious accidents or offenses, or any other condition to my supervisor immediately that may affect my ability to drive a St. Joseph Academy vehicle or my own vehicle.

I understand that St. Joseph Academy will use this information for employment purposes only and not furnish this information to a third party without my written consent. I agree to release St. Joseph Academy its employees and those who supplied you with the information from any liability for any damage which may result from furnishing the requested information.

_____ Print Name

_____ Driver's License

_____ Signature

_____ Date of Birth _____ State of License _____ Expiration Date

Employees who do not wish to drive

I have read this policy and under no circumstance will I drive my vehicle for work purposes.

_____ Print Name

_____ Signature

