

PROCEDURE NO. 1-8-3

ISSUED: 07-15-00
REVISED: 10-06-25
REVIEWED: 10-06-25

SUBJECT: Woodhaven Vehicle Use and Monitoring and Privately Owned Vehicle Usage

PURPOSE: To establish and maintain safe and efficient transportation and vehicle use in accordance with Leadership Policy No. 1

Principal Discussion - The organization is responsible for providing transportation as a part of the array of services offered to the people it serves.

This responsibility requires in part, that a certain number of safe, qualified drivers be available at any given time. To meet this responsibility, many positions within the organization will require a State of Missouri Class E license as a bonafide job requirement. Employees should reference their specific job description to see if the holding of any particular type of license referenced above is considered a bonafied job requirement.

Rules governing an employee's use of organization vehicles:

- I. To drive any Woodhaven vehicle, an employee must meet all of the following requirements:
 - A. Must meet all State, local and Woodhaven requirements for driving.
 - B. Must have on file in the Human Resources Office a copy of a valid Missouri driver's license with the correct class.
 - C. Employees are required to notify the Human Resource Office of any change in their driving status or of any ticketed violation they receive. The Human Resource office must be notified within 48 hours of the violation. Failure to do so will result in disciplinary action. The Office of Human Resources will, however, annually submit a request to the Missouri Division of Motor Vehicles, Driver's License Section for a record of law violations of current and potential drivers. (**NOTE** An employee's permission is not required for this record check.) Should the record's check reveal certain law violations identified by Woodhaven's insurance carrier as unacceptable drivers, these employees will be considered unacceptable drivers. No employee deemed an unacceptable driver will be allowed to drive a Woodhaven owned or leased vehicles nor to transport persons served by Woodhaven in any vehicle.

These violations or combination of violations are:

1. Any major violation in the last three years (including reckless driving, hit and run, license suspended or revoked, any violation involving drug or alcohol abuse).
 2. Three (3) or more accidents in the last three years.
 3. Combination of four (4) or more moving violations (tickets) and/or accidents in the last three years.
- D. Employees are required to obey all traffic laws when driving a Woodhaven leased or owned vehicle. Employees who receive a ticketed violation in an organization vehicle may be subject to disciplinary action up to and including a recommendation for termination.
 - E. Employees who are involved in an accident with a Woodhaven vehicle are required to report the accident immediately to their supervisor and to the Fleet Coordinator or designee. If the accident is a result of negligence on the employees part, the employee must complete a drug test immediately and will not be allowed to return to work until the Program Manager and HR Director have reviewed the incident. If the incident warrants, disciplinary action may occur, up to and including a recommendation for termination.

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II. Licenses for Drivers

A. Staff with Class E license (Chauffeur)

1. These staff are allowed to take organization's vehicles designed for 15 or less passengers (including the driver) and the staff are allowed to transport individuals served by the organization as long as they maintain an acceptable driver status.

- III. Any and all damage must be reported immediately to the supervisor and that supervisor should notify the Director of Community Connections/Nursing and the Fleet Coordinator.
- IV. Traffic and parking tickets are the responsibility of the driver and should be paid immediately. A copy of the ticket and proof of payment should be turned in to Human Resources.
- V. Vehicle Usage should be documented for a variety of reasons. These reasons are to ensure the proper usage of vehicles, to provide information for reimbursement from monetary grants, and to provide information for maintenance and planning for future needs.
- VI. Use of Handicapped Hang Tags/Plates-Woodhaven vehicles have handicapped hangtags issued to them, and some have handicap License Plates. **They are to be used for handicapped parking only when there is a handicapped individual in the vehicle.** It is the driver's responsibility (if they have a hangtag to ensure that the hangtag is present in the vehicle and hanging on the rear view mirror or attached to the dash. Should the hangtag be missing, please notify the Fleet Coordinator. Do not park in handicapped parking spaces until a replacement is obtained. When you do not have a handicapped individual with you in the vehicle, you must take down the handicap tag and place it in the glovebox.
- VII. No food or drink may be consumed in the vehicles by any passenger at any time. Smoking is also not permitted in Woodhaven vehicles.
- VIII. Seat belts must be used by the driver and all passengers. Individuals served who resist or are otherwise non-compliant in seat belt use must have an objective identified in their IP for seat belt usage.
- IX. If any individual served is under five feet tall it must be documented in their ISP that the guardian has approved for them to sit in the front seat-only if car has passenger side air bags.
- X. To ensure the safety of Woodhaven staff and persons served, all employees are required to pull Woodhaven vehicles or their personal vehicle from traffic when using cellular phones to conduct Woodhaven business. Woodhaven will not be held liable if an accident occurs because of staff's failure to follow this directive.
- XI. It is the responsibility of the driver to ensure that the vehicles kept free of trash and debris. Each van, excluding the OH Vans, have membership to Club Car Wash. The OH Vans will receive funds through petty cash that is signed out on the 20th of every month. This is the responsibility of the Home Coordinator.

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XII Woodhaven vehicles are provided for the specific use of its clients and conducting Woodhaven business and shall not be used for personal benefit nor shall staff conduct non-Woodhaven business while using a Woodhaven vehicle.

XIII. Rules for use of Backup Cameras in Woodhaven Vehicles

- A. **Do** use the camera view as soon as the vehicle is put into reverse, turning the view on. This is to make sure there is nothing behind your vehicle before you start backing out.
- B. **Don't** keep focusing on the screen as you start to proceed in reverse. This is the time you look over your shoulders; check the rear-view mirror, and turn your head and shoulders, continually checking both sides as you progress.
- C. **Do** use the camera view as you are finishing your reverse to check remaining distances and to get a better view of where your car is relative to objects behind you. Important: the cameras are typically 180%, so there can be distortion and objects can be closer than they appear.

XIV. No one except Woodhaven staff and/or Woodhaven clients and their guests shall occupy any Woodhaven vehicle. Employee's family members, friends and/or others may not ride-along in Woodhaven vehicles.

XV. Steps for monitoring vehicle usage are as follows:

- A. The driver will record on the vehicle's cell phone using the Team on the Run application:
 - Date
 - Driver name
 - Start and End Location
 - Passengers
 - Purpose of Trip
 - Odometer (mileage) reading when any passenger gets out of the vehicle, and
 - When a new passenger is picked up, along with returning, which program is us

Gassing and Maintenance of Woodhaven vehicles - Gas cards should be on the vehicle's keyring at each home. They are just like using a debit card except it can only be used for gasoline purchases.

Here are the steps in using the fuel cards:

Go to the gas station and pay at the pump (Phillips 66 stations are preferred since Woodhaven gets a discount on the gas)

- Put the fuel card in the reader (Card is located on the vehicle's keyring)
- The reader will prompt you to put in the odometer reading. This is very important to put in the correct mileage as it could flag as fraud in the system.
- All Vehicles should be filled up when they reach the half tank level.

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- Reader will prompt you for a 4 number Pin (This is your employee ID number) DO NOT EVER GIVE THIS NUMBER OUT TO ANYONE OR WRITE IT ON THE CARD
- You will pump the gas

Necessary routine maintenance will be scheduled with the supervisor to whom the vehicle is assigned. Problems that occur with any agency vehicle shall be brought to the attention of the Fleet Coordinator or his/her designee for prompt identification and correction. The Fleet Coordinator or designee will instruct you on where the vehicle needs to be taken for repairs. Loaner vehicles are available through the Fleet Coordinator for use while house vehicles are in the garage for repairs.

All Vehicles (agency and privately owned) - Parking is allowed only in designated areas on Woodhaven premises.

Individuals Supported may never be left unattended in the vehicle, unless they have alone time indicated in their ISP and the ability to independently exit the vehicle.

When vehicles are left unattended, the engine must be off, the windows rolled up and the doors locked.

Please make sure that when you are using a loaner vehicle, that it is returned with gas in the tank and the inside of the vehicle cleaned. Please do not leave trash in the vehicle or tank empty for the next person to fill up.

Privately Owned Vehicles - Privately owned vehicles may not be used to transport persons served except in accordance with Procedure No. 1-8-4.

Persons working in the community in supported living environments must obey parking regulations in the area of the home. Employee's vehicles should not block the exit of the home's vehicle. The persons living in the home get first priority.

Approved by: _____
Human Resource Director

Date: _____