

Employee Safe Driving Guidelines

The safety and well being of our employees is of critical importance to Firelands Regional Medical Center. Therefore, we each have a responsibility to not only protect ourselves when on the road but also should do our part to protect those around us. Employees that are required to drive for company business at any time will be expected to consistently adhere and pledge to the following guidelines.

Driver Guidelines and Reporting Requirements

1. Employees must provide and maintain a valid driver's license to operate a company or a personal vehicle while conducting company business.
2. Employees must possess a certificate of credible automobile coverage with the appropriate liability limits as indicated in the Medical Center's Automobile Usage policy. Any significant changes made to your personal automobile policy coverage must be reported immediately to your director/supervisor.
3. Company vehicles are to be driven by authorized employees only, except in case of repair testing by a mechanic.
4. Any employee who has a driver's license revoked or suspended shall immediately notify their director/supervisor by the next business day.
5. All accidents in company or personal vehicles, while on personal time or company business¹, regardless of severity, must be reported to your director/supervisor immediately or as soon as practicable if immediate or same day reporting is not possible. Employees that become involved in an automobile accident in the course of driving for Firelands' business must report the accident to the police, regardless if the accident occurred on private or public property.
6. Drivers must report all ticket violations received during the operation of a company vehicle or personal vehicle, on personal time or company business to their director/supervisor by the next business day. All traffic violation fines incurred by a driver will be paid by the driver.

¹ Company business is defined as driving at the direction, or for the benefit, of employer. It does not include normal commuting to and from work.

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Driver Safety Rules

1. The use of a company vehicle while under the influence of intoxicants and other illegal or prescription drugs (which could impair driving ability) is forbidden.
2. Employees are expected to refrain from using a cellular phone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options, refrain from discussing complicated or emotional issues, and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area.
3. Engaging in other distracting activities including, but not limited to, eating, putting on makeup, reading or changing radio stations or music is also prohibited while operating a moving vehicle.
4. No driver shall operate a vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
5. All drivers and passengers ***must*** wear a seat belt when conducting company business.
6. No unauthorized persons are allowed to drive or ride in company vehicles.
7. Drivers are responsible for the security of company vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.
8. Head lights shall be used 2 hours before sunset and until 2 hours after sunrise, or during inclement weather or at anytime when a distance of 500 feet ahead of the vehicle cannot be clearly seen.
9. Drivers must conform to all traffic laws with allowances made for adverse weather and traffic conditions.
10. Drivers are strictly prohibited from using radar detectors.
11. Drivers are not permitted to pick up hitchhikers.
12. Drivers will be sure that all "cargo and load" are properly secured and all doors are shut and secured prior to driving.
13. Drivers in accordance with the provisions of Section 604(b)(2)(A) of the Fair Credit Reporting Act, Public Law 91-508, as amended by the Consumer Credit Reporting Act of 1996 (Title II, Subtitle D, Chapter I, of Public Law 104-208), you are being informed that reports verifying your DRIVING RECORD will be obtained on you for employment purposes. By signing below, you acknowledge receipt of this disclosure statement and give permission to the employer and their insurance broker & insurance company to acquire and review Motor Vehicle Reports at any time. Driving record convictions may be considered grounds for disciplinary action up to and including dismissal, whether or not the infractions occurred during or outside work hours.

Employee Safe Driving Guidelines

Please sign the acknowledgment below recognizing your agreement to the terms set forth above.

I, _____, have read all the provisions listed above and agree
(print name)
to the terms identified. I understand that if I do not comply with the guidelines above, I will be subject to disciplinary action, up to and including termination of employment. Additionally, I understand that it is my responsibility to notify my director/supervisor of any changes in the status of my driving record and/or personal automobile insurance. I acknowledge that I have read and understand Firelands Regional Medical Center's Employee Safe Driving Guidelines and all of the Medical Center's Auto Usage and Vehicle Safety policies and procedures and agree to abide by all the provisions at all times.

Signature: _____ *Date:* _____