

# **POLICY MANUAL**

## **HUMAN RESOURCES POLICIES**

### **DRIVER QUALIFICATIONS POLICY**

*Amended 02/20/24*

Each MLC employee who drives an MLC-provided (owned or leased) vehicle in the course of employment must –

- Be at least 21 years old;
- Have passed a drug test within the twelve months immediately preceding the assignment;
- Consent that the MLC may monitor his or her driving record;
- Maintain a driving record that meets MLC’s automobile insurer's eligibility of coverage;
- Keep a copy of his or her current, valid driver’s license on file at the MLC Human Resources office;
- Use vehicle in a responsible and safe manner;
- Comply with all laws, ordinances, and other rules of the road governing the operation of a motor vehicle within the state and city where the vehicle is being operated;
- Maintain vehicle in accordance with MLC’s vehicle upkeep and maintenance processes when applicable;
- Limit personal use to normal commuting to and from work;
- Not allow the vehicle to be driven by any person not approved by MLC to drive that vehicle; and
- Allow as passengers only MLC employees and vendors.

Procedures to follow in case of accident:

- Stop immediately;
- Take precautions to prevent further accidents;
- Render reasonable assistance to injured persons;
- DO NOT claim or deny responsibility at the scene of the accident;
- As soon as the situation allows, report the accident, regardless of severity, to appropriate Law Enforcement and the immediate supervisor, who will report the incident to Human Resources and Finance;
- Obtain as much information as possible including:
  - The other vehicle’s license plate number, driver’s name, driver’s license number, driver’s insurance carrier and policy number;
  - The names and addresses, phone numbers, etc. of any passengers;
  - Statements from witnesses and their addresses, phone numbers, etc.;

- Identity of the property owner (in case of property damages);
- Provide your name, address, license information and insurance information to the other driver; and
- Provide the immediate supervisor with any police or insurance reports.

Personal vehicles used for MLC business must have appropriate insurance coverage. An employee's personal auto insurance will be considered the primary coverage in the event that an employee has a vehicle accident while driving his or her personal vehicle on MLC business. The same procedures applying to accidents involving MLC-provided vehicles apply to accidents involving personal vehicles used while on MLC business.

All accidents resulting in an employee's personal injury must be reported to Human Resources for worker's compensation purposes.

Whether driving a personal vehicle or an MLC-provided vehicle while on MLC business, the employee will be responsible for all parking expenses (which may be reimbursed, if proper application is made and approved) and for all traffic tickets and associated fees, fines and other punishments (none of which will be reimbursed).

Any moving violations while driving an MLC-provided vehicle or personal vehicle should be reported to an immediate supervisor. An employee who has a driver's license revoked or suspended must immediately discontinue operation of the vehicle and notify their immediate supervisor by 8:00 a.m. of the next business day.

All mobile devices must be in "do not disturb while driving mode." MLC prohibits texting and emailing while driving. If voice calls must be made while driving, a "hands free" device or system must be used.