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POLICY:

- The Agency recognizes that our employees are our most valuable asset and the most important contributors to our continued growth and success. The Agency will do everything possible to prevent workplace accidents and is committed to providing a safe working environment for all employees.
- Motor vehicle accidents are a leading cause of work-related fatalities. The environment in which these accidents occur involves numerous complex factors, many uncontrollable. The purpose of our Driver Safety Policy is to provide the means to reduce such factors to eliminate unnecessary injuries and fatal circumstances. We value our employees not only as employees but also as human beings who are crucial to the success of their families, the local community, and Helms Home Care.
- To further this goal, we have developed a Driver Safety Policy. This policy applies to all employees, whether they are driving a company vehicle, a rental vehicle for company business or a personal vehicle for company business.

PROCEDURE:

- Driver Eligibility:
 - Drivers must always possess a valid driver's license for the type of vehicle to be operated and keep the license(s) with them while driving.
- Drug/Alcohol Testing:
 - Periodic random drug and alcohol testing is mandatory. Testing will be conducted by a licensed medical facility designated by The Agency. Any positive results will be grounds for immediate termination. Driving under the influence of alcohol or any other illegal substances will be grounds for immediate termination.
- Insurance Requirements:
 - Employees who use their personal vehicles for company business are required to carry adequate limits of liability, with a suggested minimum of \$100,000 for property damage and \$300,000 for bodily injury. A copy of the declaration page of your personal automobile insurance policy must be provided to The Agency annually at your renewal date.

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- **Basic Vehicle Operation Guidelines:**
 - Employees are required to adhere to the following basic vehicle operation principles:
 - Always use seat belts.
 - Drive defensively. Always anticipate what other drivers on the road might do wrong and plan your mode of escape. Never move through traffic aggressively.
 - Respect speed limits and traffic signs. Follow all traffic signals.
 - Always lock the vehicle and apply the parking brake when getting out, even if it remains in sight.
 - During long trips, take breaks every four hours. Never drive more than 10 hours during a 24-hour period.
 - When possible, avoid driving after midnight.
 - Avoid driving in dangerous conditions, including drowsiness and inclement weather.
 - Traffic Violations

- The Agency is not responsible for any traffic violations or parking tickets acquired by violation of city ordinance, state or federal laws regarding your driving habits and operation of your motor vehicle. Any ticket issued is the employee's responsibility, even if the ticket is issued while conducting business for the Agency.

- **Refueling Guidelines**
 - For your safety when operating a vehicle, follow these guidelines:
 - Turn off the vehicle's engine while refueling.
 - Never smoke, light matches or use lighters while refueling.
 - Do not get into the vehicle during refueling, as this presents a flash fire hazard.
 - Do not overfill or top off the vehicle's fuel tank. The fuel dispenser shuts off automatically when the tank is full.
 - Never force the hold-open latch on the gasoline pump with any means other than the latch provided.

- **Distracted Driving:**
 - The Agency is committed to employee safety, and for this reason firmly prohibits all behavior that distracts employees while they are operating a company vehicle. General guidelines for behavior while driving are as follows.

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- Use of cellphones while driving is strictly prohibited—this includes all functions of the cellphone including, but not limited to, phone calls, text messaging/SMS, email, MMS, Internet use and camera use.
 - Use of electronic devices—including laptops, PDAs, cameras, and pagers—while driving is strictly prohibited unless specifically outlined below.
 - Voicemail must handle all calls while driving, and calls may only be returned when stopped or pulled off the road.
 - Passengers making or taking calls for the driver is permissible provided the interaction does not affect the driver’s performance.
 - Regular callers must be informed that you are unavailable while driving and be notified of the best times to call based on your driving schedule.
 - Employees who receive calls from co-workers who are driving are obligated to ask that the co-worker call back at a more appropriate time.
- Headset/Hands-free Use:
 - The use of headsets or hands-free devices while driving is permissible if:
 - Device is preapproved by The Agency for use.
 - Use of the device does not cause distraction (for example, fiddling with the device or taking eyes off the road to get it to function properly).
 - Any dialing or use of the handset is handled while stopped or pulled to the side of the road.
 - Conversations do not interfere with the driver’s ability to drive safely.
 - Road conditions are generally good and do not threaten your safety.
- Emergency Calls
 - The only exception to the cellphone uses guideline is calls placed to 911. If placing or accepting an emergency call, it should be kept short, with a hands-free option if available. The vehicle should be pulled over if possible.
- GPS Systems
 - The Agency understands that sometimes, especially when traveling in unfamiliar areas, drivers require assistance with directions. GPS systems are extremely helpful devices, but they can also be distracting if used improperly. Employees must adhere to the following:
 - Mounted GPS systems may not block or obstruct the driver’s view in any way.

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- GPS systems must be voice-narrated and must not require that the driver look away from the road to follow instructions.
 - Employees may not program the system while in motion.
 - Programming or otherwise engaging with the GPS screen may only occur while stopped or while pulled off the road.

- MP3 and Other Audio Devices
 - In some cases, worrying about music selection or touching dials and buttons on the radio, MP3 player or other audio device may be just as dangerous as cellphone use. It takes eyes and concentration off the road, which is not permissible under this policy. The Agency allows employee use of personal, portable audio devices, because we do not want to eliminate employees' ability to enjoy music while behind the wheel. However, employees must follow these guidelines:
 - Employees may not take their eyes off the road to adjust music settings.
 - Programming music settings while stopped or pulled off the road or before departing is permissible behavior.
 - Employees may not, under any circumstances, use MP3 players or other handheld electronic audio devices with headphones—not only is it illegal in most states, it also impedes the driver's ability to properly hear warning signs, signals or sirens.

- Accident Investigation Procedures:
 - The Agency realizes some accidents are not preventable. Drivers should seek medical attention immediately, if necessary. Supervisors and drivers will be trained in post-accident procedures to secure the details of the accident and document the damage. Providing detailed facts of the accident will help our insurance carrier deter fraudulent third-party insurance schemes.
 - All drivers will be supplied with an accident claims kit, writing pen and a disposable camera. Drivers are required to document all details of the accident: traffic flow, speed limits, stop lights/signs, weather conditions, citations issued, etc. Pictures should be taken to document the extent of damage to all vehicles involved.
 - Once this information is secured, the driver is to report all accidents immediately to his or her supervisor.

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- Prohibited Behavior:
 - Behaviors that may result in suspension or termination include:
 - Driving while under the influence of drugs or alcohol
 - Negligent homicide
 - Operating a vehicle with a suspended license
 - Using a motor vehicle for commission of a felony
 - Aggravated assault with a motor vehicle
 - Reckless driving
 - Hit and run
 - (# of) convictions for moving violations
 - Three or more major traffic violations
 - More than two preventable accidents involving personal injury or property damage in any three-year period