

Vehicle Policy

A. Friendship Community Vehicles

- a. Each Team Member must be properly oriented and authorized to drive Friendship Community vehicles prior to using them.
- b. Each Team Member must submit a copy of his/her valid driver's license. Proof of insurance coverage must also be provided. These may also be verified annually and may be completed randomly, including at times of reasonable suspicion.
- c. No one other than active Friendship Community Team Members may drive Friendship Community vehicles under any circumstances.
- d. All persons are required to have their seat belts latched while riding in a FC vehicle.
- e. Cell phone use is prohibited while operating a Friendship Community vehicle or while doing Friendship Community business in a personal vehicle. Any violations may result in a written warning or other disciplinary action up to and including termination.
- f. Having an accident and/or accruing points on his/her license (with the organization's vehicle or with a personal vehicle during work or personal time) may lead to loss of driving privileges. A loss of driving privilege could jeopardize employment status.
- g. All mechanical defects or concerns must be reported immediately to the Team Member's direct Program Manager, or to the Associate Director of Facility Services, so that appropriate repairs can be made.
- h. An Injury accident shall be reported immediately to the Team Member's direct Program Manager, to the Director of Operations and to the Associate Director of Facility Services, and/or to On-call.
- i. A non-injury accident shall be reported immediately to the Team Member's direct Program Manager and to the Associate Director of Facility Services, and/or On-Call. The accident reporting procedure, which is kept in every Friendship Community vehicle, should be followed.
- j. Friendship Community carries insurance with a deductible. If a Team Member has an accident in which he/she is at fault, he/she shall be responsible to pay a portion of the deductible, which may be deducted from his/her pay.
- k. Personal use of the organization's vehicles is prohibited. This includes doing personal business while traveling to or from a Friendship Community related meeting or event.
- l. Use of office vehicles shall be scheduled in advance whenever possible. Priority is given to Friendship Community programs or those otherwise transporting Individuals. A vehicle shall be signed out for a block of time that included travel time, so that it will be returned timely for the next person needing it.
- m. Motor Vehicle Reports shall be requested upon completion of a satisfactory interview and periodically thereafter, at a minimum of once per year. Friendship Community reserves the right to use its discretion in determining an unsatisfactory Motor Vehicle Report. An excessive number of violations in the past three years shall be grounds for an unsatisfactory Motor Vehicle Report prohibiting hiring of a prospective Team Member or possible termination and/or disciplinary actions of an active Team Member.

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B. Personal Vehicles

- a. Friendship Community's vehicles shall be used for transporting individuals and for Friendship Community business. In extenuating circumstances, a member of the Executive Team may authorize use of personal vehicles for transporting Individuals as required to meet the immediate needs of the Individual(s). However, specific insurance coverage and other parameters shall be in place, as specified by Friendship Community's Safety Committee and Executive Team (under the advisement of applicable insurance carriers) prior to the authorization of a Team Member's personal vehicle usage to meet temporary transportation needs of Individuals. Seat belts in personal Team Member vehicles must be used by everyone, at all times. In the event of an accident, it is the responsibility of the Team Member or Team Member's insurance to cover costs.
- b. Team Member mileage reimbursement shall occur on a quarterly basis for all approved mileage, per policy and at the current Internal Revenue Service (IRS) rate, unless otherwise specified. Mileage must be properly documented on a mileage sheet and approved by the Team Member's direct supervisor. An audit process will be applied to certain entries on mileage sheets. If it was reasonable to use a company vehicle and a company vehicle was available, that entry will not be reimbursed. A new mileage form must be started for each calendar month and submitted by the 10th of the following month to the Team Member's direct supervisor.
- c. Reimbursement of mileage shall be paid for mileage incurred while conducting Friendship Community business in excess of a Team Member's personal commute. Examples:
 - i. You leave from your place of work to go on business and return to your place of work. Simply put the total round trip miles on the mileage sheet.
 - i. You have side trips for business on your way to or home from your place of work. Enter the total miles driven, less your personal commute (the round trip miles when you travel from home directly to work and home again) on the mileage sheet.
 - ii. You go from home to a non-business location on business time (as permitted). Enter the total miles driven, less the round trip miles to and from your normal place of work, on the mileage sheet (If the calculation is zero or a negative number, there is no mileage to claim.).
 - iii. With approval from your direct supervisor or from On-Call, you travel from home to a Friendship Community location and work less than 2 ½ hours before returning home. List your round trip miles (from home and back again) on the mileage sheet.

Note: Please ask the Director of Human Resources for specific clarification of the examples above, if needed. The Director of Human Resources or designated HR Team Member is authorized to interpret mileage questions that do not fit into the above examples.

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C. Friendship Community Vehicle Safety Policy

- a. The purpose of this policy is to ensure the safety of those Team Members who drive company vehicles and to ensure the safety of those who ride in company vehicles.
- b. The purpose of this policy is also to protect anyone who may be injured or sustained damage by a company owned or operated vehicle.
- c. Vehicle accidents are costly to our organization, but more importantly, they may result in injury to you or others. It is your responsibility to operate the vehicle in a safe manner and to drive defensively to prevent accidents. Therefore, Friendship Community endorses all applicable State Motor Vehicle regulations related to driver responsibilities and speed limits. The attitude you take when you are behind the wheel is the single most important factor in driving safely. Friendship Community expects each Team Member to drive in a safe and courteous manner in accordance with the following safety rules.

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D. Driver Safety Rules

- a. It is prohibited to drive a company vehicle while under the influence of intoxicants and/or other drugs prescribed, over-the-counter (OTC) or street drugs; this may be cause for disciplinary action, up to and including termination of employment.
- b. It is prohibited to operate a company vehicle when the ability to do so safely has been impaired by illness, fatigue, injury, or prescription or OTC medication.
- c. All drivers and passengers operating or riding in a company vehicle shall wear seat belts. When applicable, wheelchair tie-down devices shall be used at all times.
- d. All Individuals shall be supervised at all times while in any vehicle. Leaving an Individual unattended while in a vehicle at any time shall be considered an incident of neglect.
- e. No unauthorized persons (i.e. non-Team Members - unless approved by a member of the Executive Team) may ride in a company vehicle or personal vehicle while on company time.
- f. Company vehicles shall be driven by authorized Team Members only, except in emergencies or in cases of repair testing by a mechanic. Spouses and other family members are not authorized to drive company vehicles.
- g. Personal use of company vehicles is prohibited without prior permission from management.
- h. If your driver's license is revoked or suspended, you shall immediately notify your direct supervisor and the Director of Human Resources; you shall discontinue driving for Friendship Community purposes. Failure to do so may result in disciplinary action, including termination.
- i. You shall immediately report all citations received for moving violations during paid work time to your direct Program Manager or On-call.
Citations received while driving your personal vehicle during off duty hours shall be reported within 2 business days to your direct supervisor and to the Director of Human Resources.
- j. You are responsible for the security of the Friendship Community vehicle(s) to which you are assigned. The vehicle engine shall be shut off, the ignition keys shall be removed, and the vehicle doors shall be locked whenever the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be provided to them. Whenever possible, the vehicle shall be parked in a manner that does not require driving in reverse when you resume driving (either backing in or pulling through a spot if space allows).
- k. Friendship Community advises that head lights be used at all times.
- l. Check and adjust all mirrors before driving the vehicle.
- m. Be mindful of any behavioral issues related to Individuals during transportation. Pull off the road as soon as possible if it becomes necessary to deal with behavioral or other emergency care needs. Team Members shall use proper designated seating of Individuals in accordance with specific Individual protocols, if applicable.

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E. Defensive Driving Rules

- a. You are required to maintain a safe following distance at all times. To estimate a safe distance, pick a stationary object ahead of you. As the vehicle in front of you passes the object, begin counting the seconds between you and the vehicle ahead of you. The driver should maintain a four-second interval between his/her vehicle and the vehicle immediately ahead. In less than perfect conditions the interval should be increased to five seconds.
- b. You shall yield the right-of-way at all traffic control signals and signs requiring you to do so. You shall be prepared to yield the right-of-way for safety's sake. Pedestrians and bicycles in the roadway always have the right-of-way.
- c. When passing bicycles, state law requires reducing speed and maintaining a minimum of 4 feet from the bicycle. If this is not possible you must wait to pass.
- d. Avoid driving in the blind spots of other vehicles.
- e. You shall honor posted speed limits. Driving more than 5 mph over the speed limit could result in disciplinary action. In adverse driving conditions, reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, lighting, and volume of traffic. Tires can hydroplane on wet pavements at speeds as low as 20 MPH.
- f. You shall use turn signals to indicate turns, to enter traffic, and prior to each lane change.
- g. When passing or changing lanes, you shall be able to view the entire vehicle you are passing in your rear view mirror before pulling back into that lane.
- h. Be alert! Be aware of other vehicles, pedestrians, and bicyclists when approaching intersections. Never accelerate through an intersection or on a yellow caution light. Approach a green light with your foot poised over the brake pedal to reduce your reaction time should it be necessary to stop. When a traffic light turns green, look both ways for oncoming traffic before proceeding.
- i. When waiting to make a left turn, keep your wheels facing straight ahead; that way, if your vehicle is rear-ended, you will not be pushed into the lane of oncoming traffic.
- j. When stopping behind another vehicle, leave enough space so that the rear wheels of the vehicle in front of you are visible. This allows room to go around the vehicle, if necessary, and may prevent you from being pushed into the vehicle in front of you, should your vehicle be rear-ended.
- k. Avoid traveling in reverse whenever possible, but when it is necessary keep the distance traveled to a minimum and be particularly careful. Check behind your vehicle.
- l. If backing is necessary, back toward the driver's side. Do not back around a corner or into an area when visibility is blocked by a building or another vehicle.
- m. PA law states that when using your windshield wipers your headlights shall also be turned on.

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F. What to Do in Case of an Accident

- a. In the event of any accident, the Team Member shall do the following at the scene of the accident:
 - i. First, stay calm. Do not argue with others involved in the accident.
 - ii. Prevent additional accidents. Warn oncoming traffic with an emergency road triangle.
 - iii. Help the injured. Do not render first aid unless you are qualified.
- b. **ASAP – Call 911 for an ambulance** (if anyone is injured) **and for the police** to complete a report about the accident.
 - i. Do not discuss what happened with anyone at the scene of the accident, except the 911 dispatcher and the police.
 - i. Do not admit responsibility for the accident, say you're sorry, or sign any statement.
- c. **ASAP** – To report the accident, call On-call.
- d. Take pictures of the accident scene (people and vehicles in natural, unposed pictures).
- e. Fill out the entire Vehicle Accident Report Form (located in the FC vehicle) before leaving the scene of the accident (provide as much detail as possible).
- f. In the event of any accident, the Team Member shall do the following after leaving the scene of the accident:
 - i. Driver – see that the Associate Director of Facility Services received the completed Vehicle Accident Report Form within 12 hours of the accident (or on the next business day, following the accident).
 - ii. Complete an Injury and Exposure Report (available in each home and at the Administrative Office) for each Team Member who was in the vehicle. Follow all directions and turn it in to your direct Program Manager within 24 hours of the accident, even if you are not aware of any injuries.
- g. Other important information:
 - i. Cooperate fully with any follow-up claims personnel from our insurance company only.
 - ii. Refer outside agencies to our insurance company.
 - iii. Friendship Community carries insurance with a deductible. If a Team Member has an accident in which he/she is at fault, he/she is responsible to pay \$100 (or current rate), which may be deducted from his/her pay.

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G. Breakdowns

- a. The following procedures shall be followed during a breakdown situation:
 - i. Park the vehicle as far from the traveled portion of the road as possible.
 - ii. Turn on the four-way flashing hazard lights.
 - iii. If safety triangle or flares are available, place them 100 feet to the rear of the vehicle.
 - iv. Keep the passengers in the vehicle unless the vehicle is on fire or poses other dangers to the occupant.
 - v. Call Friendship Community's On-Call system, your direct Program Manager, or your Program Coordinator (as per On-Call procedures) for reporting and assistance.
 - vi. Assess the situation and determine the best option to make the needed repair. If repairs cannot be made on the roadside, transportation arrangements must be made for the vehicle occupants. Remember, the Individual's safety is the highest priority.

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H. General Care and Safety

- a. Report any vehicle maintenance concerns to your direct Program Manager and/or submit a repair request to Maintenance.
- b. Conduct a “Pre-Trip” inspection before getting in the vehicle. This shall include, walking around the vehicle to verify there are no visible problems, obstacles, or damage to the vehicle. Adjust the mirrors before driving the vehicle to provide the best visibility possible.
- c. Completely clear ice and snow from all windows in cold weather. Use extra caution in wet or icy conditions. Snow and ice flying off of a vehicle that contributes to an accident could result in a moving violation for the driver.
- d. Keep vehicles clean. Remove all trash and items from vehicles when finished or returning the vehicle to the office. Repeated lack of cleanliness may result in a Team Member being charged a cleaning fee.
- e. Eating is prohibited in Friendship Community vehicles unless approved for health reasons. Drinks must be contained in a spill proof container.
- f. All Friendship Community program vehicles are equipped with cell phones for emergency use. **Use of cell phones while driving a Friendship Community vehicle is prohibited.** Always pull off the road to a safe location before using the cell phone.