Vehicle Use and Driving Policy

General Policy Provisions:
This policy applies to all employees using Trindel Insurance Fund (hereafter referred to as the "Fund") or privately owned vehicles in completing their assigned duties as approved by their Department Head and or Fund Executive Director. All provisions of this policy must be followed at all times. Violation of any part of this policy may result in disciplinary action, up to and including separation from Fund employment.

Authorized Drivers of Fund owned vehicles for Official Fund Business:
Fund owned vehicles may only be used for official Fund business. Incidental operation of Fund owned vehicles by employees is authorized only on approval of department head or designated representative.

Authorized Use of Privately Owned Vehicles for Official Fund Business:
Use of private vehicles must be authorized by the Executive Director and/or Department head. Any private vehicle used for Fund business must provide insurance coverage equal to or greater than the coverage provided for Fund owned vehicles.

Licensing Requirements:
All employees who are authorized Fund drivers shall have current California Drivers License and endorsements appropriate to the vehicle being driven on official Fund business.

Responsibilities:

Fund Executive Director:
Ensures that department heads, supervisors and employees fully implement and comply with this policy.

Department Heads:
Ensure that their employees are trained and understand this policy, fully implement, and comply with this policy. Ensure the completion of any Incident/Hazard Report resulting from a Vehicle Involved Incident.

Employees:
Must fully comply with this policy and operate vehicles in a safe manner. Vehicle maintenance shall be done according to the manufactures' maintenance schedule or on an as needed basis.

Fund Executive Director and Department Directors:
Monitor all aspects of this policy and provide periodic reports to the Fund Board of Directors as necessary.

Trindel reserves the right to remove/prohibit any employee from operating a Fund vehicle or conducting Fund business using their personal vehicle at any time.

New Driver Selection & Screening:
In positions that require the operation of a Fund or private vehicle in the performance of the duties required, this policy prescribes the minimum driver standards for selection and hire. The following checks are required:

Applicant must have a valid driver's license with endorsements for the vehicle that will be driven during employment with the Fund.

Verification of the applicant's driving history for the previous five years through DMV records.

Proof of vehicle insurance/insurability.

The Fund reserves the right to participate in a non-DOT Pull Notice Applicant allowing the Fund to enroll employees in the California Employer Pull Notice (EPN) program. Any employee who refuses to participate in a pull notice program shall be excluded from driving a Fund vehicle or operating their personal vehicle for Fund work assignments.

Driver Performance Monitoring:
The Fund may monitor the driver's performance throughout the term of employment. This may be accomplished by:

Requiring an employee to provide a current DMV driving record printout

Any authorized Fund driver receiving a citation, while on Fund business, will report that citation to their immediate supervisor with one working day of receipt of citation.

The Fund reserves the right to prohibit an employee from operating a Fund vehicle or operating a personal vehicle on Fund business at its sole discretion.

Driver Training Requirements:

New Employee Orientation:
Each new employee with driving responsibilities will receive 1 to 3 hours of (on-line or video based) driver safety training. For cause retraining (citations and/or accident) will result in additional training for the driver.

Vehicle Involved Incident Reporting:
Any occurrence involving a motor vehicle occurring during the course of Fund business resulting in, or having the potential for injury, illness, or property damage shall be reported immediately to:

- 911 in the event of any injury
- The driver's immediate supervisor
- Fund's Executive Director

Driver must complete an Incident Hazard Report and any/all insurance information or reporting as required.