

RWC Vehicle and Equipment Use Policy

Purpose

Vehicles and equipment essential in accomplishing job duties are expensive, may be specialized and difficult to replace, and if not properly operated, can cause serious injury to the employee and/or others. When using RWC property you are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines outlined in this policy. Prevention of accidents is the responsibility of both management and individual employees.

Responsibilities of the Employee

All employees:

- will comply with the safety policies and procedures outlined in this policy and the RWC Driver Safety Agreement.
- will complete annual safe driving training
- will comply with all applicable federal, state, and local laws and ordinances.
- will wear a seat belt and ensure all passengers are wearing seat belts while in a moving vehicle.
- will refrain from cell phone use while driving a company vehicle. Instructions for use of GPS on a cell phone are outlined in the RWC Driver Safety Agreement.
- will report any motor vehicle violations or driver license suspension within 48 hours to Human Resources.
- will call the police and your manager immediately if involved in a motor vehicle accident while driving a company vehicle. The employee will also follow accident reporting guidelines as outlined in the RWC Driver Safety Agreement.
- will call RWC Maintenance (804-438-4021) if roadside assistance is needed. If no one answers or if after 4p, call 804-438-4000 and the front desk will reach maintenance staff to arrange for assistance.
- will submit to a drug screen if required by police when involved in an on the job motor vehicle accident.
- will be personally responsible for any tickets for traffic violations received while driving a company vehicle.

- will notify your supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair.
- are encouraged to report any safety concerns or ideas for improvement to your supervisor or human resources.

Failure to comply with the employee responsibilities outlined above may result in disciplinary action up to and including termination.

Responsibilities of Management

Managers/Supervisors at every level are charged with the responsibility of

- implementing the procedures and guidelines outlined in this policy.
- ensuring proper training of all drivers under their supervision and completion of the safe driver agreement.
- hold an accident review meeting as soon as possible with a team member who is involved in a motor vehicle accident. Obtain and ensure completion of the driver's report of accident (copy in glove compartment of each company vehicle). Submit this report along with an incident report to the VP of Operations. Place a new report of accident card in the vehicle if still operational.

Maintenance Manager and his/her designated staff are charged with the responsibility of

- implementing a structured, preventive maintenance program which includes tracking regular service intervals (by mileage or engine hours), standardizing daily driver inspections, keeping rigorous service records.

New Personnel Screening

New employees who will drive RWC company vehicles must

- present a current driver's license free of any restrictions and clear signature confirmation.
- consent for RWC to acquire a Virginia Motor Vehicles Record (MVR).
- successfully complete safe driver training to include but not limited to rules of safe operation, large van rollover prevention, accident reporting, seat belt use, cell phone use, and driving non-impairment from drugs or alcohol.
- compete a road test before driving our 14 passenger mini-bus.
- be physically and cognitively fit to safely and appropriately operate a company vehicle

Driving Eligibility

Employees must be approved to operate company vehicles both on and off the RWC campus and to drive residents in company vehicles or in resident owned vehicles. Approval is obtained through the RWC Human Resources Department and is based on the following criteria.

- Operation of company owned vehicles (cars, trucks, SUVs) on or off campus with no resident passengers: Must be at least twenty-one (21) years of age and no greater than seventy-five (75) years of age, have a current state of VA driver's license, have at least 5 years of driving experience, and have an acceptable motor vehicle record as defined by RWC's insurance carrier.
- Operation of company owned vehicles (cars, trucks, SUVs) or resident owned vehicles on or off campus with resident passengers: Must be at least twenty-five (25) years of age and no greater than seventy-five (75) years of age, have a current state of VA driver's license, have at least 5 years of driving experience, and have an acceptable motor vehicle record as defined by RWC's insurance carrier.
- Operation of company owned passenger vans or 14 passenger mini-bus on or off campus: Must be at least twenty-five (25) years of age and no greater than seventy-five (75) years of age, have a current state of VA driver's license, have at least 5 years of driving experience, and have an acceptable motor vehicle record as defined by RWC's insurance carrier.
- Operation of company owned golf-carts, housekeeping cart, utility carts, mowers and tractors on campus only: Must be at least sixteen years of age, have a current state of VA driver's license, and have an acceptable motor vehicle record as defined by RWC's insurance carrier.

Employees are not permitted to use company vehicles for personal use.

It is best practice for employees to use a company vehicle when conducting company business. If an employee voluntarily chooses to operate his/her personal vehicle for RWC business, the employee assumes full, sole, and exclusive financial and legal responsibility for any and all liability. This includes, but is not limited to, physical damage to the vehicle, third-party property damage, bodily injury, medical expenses, and legal defense fees. RWC explicitly disclaims any liability for accidents, injuries, or property damage resulting from personal vehicle use. The employee's personal automobile insurance policy shall serve as the primary and sole source of coverage.

Employees are never allowed to transport residents in personal vehicles on or off campus.

A clean or acceptable motor vehicle record (MVR) is a condition of employment and continued employment for jobs with RWC that require operating company vehicles and/or driving residents in company vehicles or resident owned vehicles. MVRs will be evaluated prior to employment and at least annually. An approved driver should report any change to his/her MVR immediately to his/her supervisor and to Human Resources.

Unacceptable Motor Vehicle Violations

This list is not all inclusive, but a general guideline of the types of driving violations that will prevent approved driver status and employment for jobs requiring approved driver status. RWC and its insurance carrier establish the standards for what constitutes an acceptable MVR.

- Negligent homicide within the last 5 years
- Criminal-type conviction within the last 5 years
- Hit-and-run within the last 5 years
- Manslaughter within the last 5 years
- Suspended or revoked license
- Drag racing within the last 5 years
- Driving Under Influence/Impaired within the last 5 years
- Reckless driving within the last 5 years
- Careless driving within the last 3 years
- Assault involving a motor vehicle within the last 5 years
- Passing a stopped school bus within the last 3 years
- 3 or more moving violations** within the last 3 years
- 2 or more at-fault accidents within the last 3 years
- More than 1 at-fault accident and 1 moving violations within the last 3 years when not the same incident

**Moving violations include: speeding, improper or excessive lane changes, following the vehicle ahead too closely, running a red-light or stop sign, failure to yield, and at-fault accidents

Ongoing MVR Review

- Employee MVRs will be reviewed at least annually