

USE OF PRIVATE VEHICLE & DRIVING DOCUMENTATION POLICY

Use of Vehicle

The provider does **not** provide transportation services for clients. In addition, the company does **not** carry automobile (vehicle) insurance for employees or clients and that the employee's insurance must cover clients when transporting them. The company also does **not** provide reimbursement if an employee uses his vehicle when transporting clients.

Documentation

It is the responsibility of all staff to provide a copy of current driver license, registration, and insurance card(s), or of any change in status to these documents, to the office for insertion in the personnel files. Staff must ensure that this is done in a timely manner, within two weeks of obtaining such documentation. Staff may bring these documents into the office, where a copy will be made. In general, a license and registration is renewed every five years and insurance either every six months or annually. If staff does not provide these items in a timely manner, the administration will make a verbal, then written request.

Notification must be made of any citation for traffic violations other than a parking ticket. You must notify the company owner as soon as you become aware of any citations.

Providing this information is mandatory. Not providing the information may be grounds for dismissal.

I have read and understand the Driving Documentation Policy and agree to follow its dictates.

Staff Signature

Date