

Policy and Procedures

Title: Approved Vehicle Operators

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Date effective: Immediately

Approved Vehicle Operators

Statement:

It is widely known in the risk management industry that motor vehicle reports, which detail a driver's past performance, provide a useful means of predicting future driving performance. Many industries are required by law to check the driver's record of their drivers. While we are not required by law to perform this review, studies have shown that this is a valid source of determining driving behaviors and performance.

In addition, if a company vehicle is involved in an accident and the driver has a poor record, legal defense becomes difficult, no matter who is actually at fault, and the resulting publicity will reflect poorly upon this organization.

It therefore shall be the policy of Cooperstown Medical Transport, Inc. (CMT) that every employee who may drive company vehicles in the course of their duties, maintain a motor vehicle record meeting the requirements set forth in the table below.

Purpose:

It is the policy of Cooperstown Medical Transport, Inc. (CMT) that all company emergency vehicles should be operated only by properly trained and authorized operators in a manner that provides for the safety of all persons and property. As vehicle operation is essential to the provision of EMS, it is considered a condition of employment at CMT to maintain legal driving privileges and mandatory company training.

Scope:

This policy applies to all CMT employees, full time, part time and interns.

Policy:

1. Safe and proper vehicle operations are considered a condition of employment and failure to maintain certifications or adhere to company policies may result in severe sanctions or loss of employment.
2. All CMT emergency vehicle operators must possess a valid New York State operator's license without restrictions that would prevent the completion of their job requirements and duties.
3. All operators of CMT vehicles must be at least 18 years of age.
4. If operator's license is restricted to corrective lenses, then corrective lenses must be worn at all times while operating the vehicle.
5. The copy will be maintained in the employees' personnel files.
6. Employees must complete a driver's record release form, which will be filed in the employee's personnel file.

15.1

- a. New employees must provide an abstract of their driver's license prior to commencement of work.
 - b. A new employees' job offer is contingent upon the new employee's abstract meeting the clear or acceptable driving level per this protocol.
7. All operators shall receive initial driver's training and certification prior to assignment to duty.
- a. Driver's training shall consist of the National Safety Council defensive driving course CEVO II.
 - b. Initial certification of drivers shall consist of active ride outs with preceptors during the orientation training process.
8. All operators shall have regular emergency vehicle operators re-training as needed.
9. It shall be the duty of the employee to notify the Director of Operations of any of the following changes in their driving status:
- a. Receipt of a Uniform Traffic Ticket, regardless of whether it was received in a CMT vehicle or in a personal vehicle.
 - b. Suspended or revoked license.
 - c. Change from Acceptable status to Borderline or Poor
 - d. Change from Borderline to Poor
10. The standards for motor vehicle records are as follows:
- a. No employee may be added to the driver's list with a Borderline or Poor motor vehicle record graded by the table below as minimum requirements.
 - b. Any driver whose grading falls into the Borderline category must have their driving record reviewed by management.
 - c. No one whose motor vehicle record grading is Poor may drive a company owned vehicle.
11. Any exception to these guidelines must be referred to management for approval.
12. Grading table for employee's motor vehicle records:

Number of Violations (last 3 years)	Number of At-Fault Accidents (last 3 years)			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Any Major Violation	Poor	Poor	Poor	Poor

13. Minor Violations:
- a. Motor vehicle equipment, load or size requirements.
 - b. Improper failure to display license plates.
 - c. Failure to sign or display registration.

- d. Failure to have driver's license in possession (if valid license exists).

14. Major Violations:

- a. Driving under the influence of alcohol / drugs.
- b. Failure to stop / report an accident.
- c. Reckless driving / speeding contest.
- d. Driving while impaired.
- e. Homicide, manslaughter or assault arising out of the use of a vehicle.
- f. Making a false accident report.
- g. Driving with a suspended / revoked license.
- h. Attempting to elude a police officer
- i. Careless driving.