

Title: Drivers of Non-Fleet Vehicles	No.: EC 8.5
	Effective: 4/05
	Revised:
Approved By:	Page 1 of 2

Entity: Health First

I. OBJECTIVE

To provide guidelines for the personal use of automobiles used for Health First business purposes.

II. DEFINITION

- None

III. POLICY

It is essential that associates use their personal vehicle to complete the mission of various work groups within Health First. This policy is intended to provide guidelines relating to driver approval and automobile safety to ensure that associates and client/patients are served well as we complete the mission for the entity or department serving our customers.

IV. PROCEDURE

- A. All drivers must satisfactorily complete an annual e-learning module on driver safety.
- B. All drivers must a valid insurance policy as promulgated by the State of Florida (it is recommended that drivers hold \$30,000.00 of Liability Insurance) throughout employment, when required to driver their personal vehicle for work.
- C. An initial driver's license history will be obtained for the past three (3) years and excessive motor vehicle violations or other criminal acts related to driving may preclude the driver for driving for Health First.
- D. Annually, a random audit of driver licenses will be conducted and the above criteria will be applied for disqualification of driving privileges for Health First.
- E. The associate shall show proof of valid insurance for the automobile they are driving for business to the manager or director of the department every six (6) months.
- F. The manager or director shall view the insurance certificate and assure it is valid and create a file to hold copies.
- G. All associates are required to show the manager or director of the department a copy of their driver's license annually.
- H. The manager or director shall view the driver's license to assure it is valid and obtain a copy for the associate's file.

- I. The Safety & Security Department shall administer the original and annual audit components of this policy and assure that driver license history checks are performed and evaluated against the above criteria.

V. REFERENCES

Title XXIV – Motor Vehicles

Developed: 4/05

Reviewed:

Revised:

Owner: Environment of Care