



Policy: Driver's License Records Check and Insurance Requirements

ChildNet Number: CN 009.010

Original Approved Date: June 13, 2007

Policy Revised Date(s): July 10, 2007; August 28, 2007; October 7, 2008; October 2009; May 20, 2010; May 10, 2012

Policy Sunset Date:

COA Standard(s): ASE 6.03

Statement of Policy:

ChildNet requires every employee whose job description includes the transportation of children, or who drives a ChildNet vehicle, to abide by all state and local driving laws, to maintain an acceptable driving record, to hold a current and valid Florida Driver's License and vehicle registration, and to maintain personal liability insurance coverage on any personal vehicle that is used to transport children as required by this policy and procedure.

Board Chair's Signature:

Date:

5/18/2012



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ChildNet Number: CN 009.010

Original Approved Date: June 13, 2007

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Procedure Sunset Date:

COA Standard(s): ASE 6.03

Definitions:

Acceptable Driving Record: A driving record with a Motor Vehicle Report (MVR) that indicates 1) no major violations or 2) no minor violations equating to more than one (1) violation in any three-year period. Acceptable driving records allow employees, whose job description includes transportation of children or who use ChildNet vehicles, to perform their ChildNet job duties.

Monitored Driving Record: An acceptable driving record with a MVR that indicates two (2) minor violations within any 3-year period.

Minor Violations:

For the purposes of this policy and procedure, minor violations include, but are not limited to:

1. Speeding of less than 20 miles per hour over the limit
2. Failure to obey traffic signs
3. Failure to yield
4. Failure to obey steady red indication light
5. Illegal turn
6. At-fault accidents

Major Violations: For the purpose of this policy, major violations include, but are not limited to:

1. Driving while intoxicated or 'under the influence' (DWI or DUI) or otherwise impaired
2. Leaving the scene of an accident
3. Commission of a crime involving the use of a motor vehicle
4. Careless or reckless driving
5. Homicide or assault or battery involving use of motor vehicle
6. Attempting to elude a police officer
7. Driving with a suspended or revoked license or failure to carry adequate insurance or proof of insurance



8. One or more license suspensions within a five year period
9. Speeding twenty (20) miles per hour or more over the speed limit
10. Excessive speeding in a school zone

Non-Moving Violations: For the purpose of this policy, non-moving violations include, but are not limited to:

1. Parking tickets
2. Motor vehicle equipment violations
3. Failure to have a valid driver's license available where one actually exists
4. Operating a motor vehicle with improper equipment
5. Expired registration tags
6. Seat belt violation (non-moving)

Non-moving violations are not considered major or minor violations. However, excessive non-moving violations which negatively affect an individual's driving ability may have an impact on the individual's employment.

Statement of Procedure:

Employees required to transport as part of their job description charged with or cited for any minor or major driving violations, regardless of any pending disagreement or dispute regarding the charge or citation, must immediately report such charge or citation, in writing, to Talent Management, and their supervisor regardless of whether the charge or citation was incurred inside the State of Florida or outside the State of Florida, and regardless of whether the charge or citation was incurred during or outside work hours.

Employees with major driving violations are subject to termination from employment with ChildNet. Employees with two (2) or more minor violations within a three-year period will be subject to monitoring and disciplinary action as follows:

- A. Two (2) Minor Violations in a Three-Year Period – Any employee falling under this policy who has two (2) minor violations will be sent a warning notification that their driving record is being monitored.
- B. Three (3) Minor Violations in a Three-Year Period – Any employee falling under this policy who has three (3) minor violations will receive a disciplinary action notice and will be required to take a defensive driving course.
- C. More than Three (3) Minor Violations – Any employee falling under this policy and procedure who has more than three (3) minor violations will no longer be allowed to continue working in their current or any other position which requires transporting children and/or driving a ChildNet vehicle as part of their job duties and may be subject to termination from their employment.



Personal vehicles used to transport children must be in safe working condition, pass all vehicle inspections as requested by ChildNet at any time and be properly insured.

Prior to offering employment to any candidate whose prospective job involves the transportation of children, Talent Management will run an MVR check through the State of Florida Department of Motor Vehicles, and annually on scheduled MVR review dates established by Talent Management. If the individual has a monitored driving record, MVR's will be run and reviewed every 3 months until the employee's record falls within the acceptable driving record range.

Regarding employees who use their personal vehicles to transport children, Talent Management, at hire and every six (6) months, will obtain a copy of the employee's Certificate of Vehicle Insurance or "Declaration Page" to ensure bodily injury liability insurance (BIL), personal injury protection (PIP), and property damage liability (PDL) are maintained at the following minimum coverage limits: \$10,000 personal injury protection (PIP), \$10,000/\$20,000 bodily injury liability (BIL), and \$10,000 property damage liability (PDL).

Documentation of the record checks and insurance coverage is to be maintained in the Talent Management Information System.

Employees who are authorized to drive ChildNet vehicles and meet the insurance carrier requirements as determined by Talent Management, will be considered an insured driver on ChildNet's vehicle insurance policy. If an employee in this category is deemed uninsurable or an insurance risk by ChildNet's insurance carrier, he/she may be ineligible for employment or continued employment with ChildNet.

Employees are not allowed to drive children or operate ChildNet vehicles if their driving records are not acceptable, their insurance coverage lapses, or if their Florida driver's license expires.

Job Candidates who are offered positions which require driving of children or ChildNet vehicles:

- A. Are required to provide an original, current and valid driver's license to Talent Management upon an offer of employment. A candidate, who does not possess a Florida driver's license, is required to obtain and provide the license to Talent Management within 30 days of employment.
- B. Are required to provide a copy of their automobile insurance policy's Certificate of Vehicle Insurance or "Declaration Page" that includes the name of employee, insurance start date, insurance end date, and specific coverage and limits. Insurance for personal vehicles that will be used to transport children must include bodily injury liability (BIL) insurance, personal injury protection (PIP), and property damage liability (PDL) insurance in the amounts of \$10,000 personal

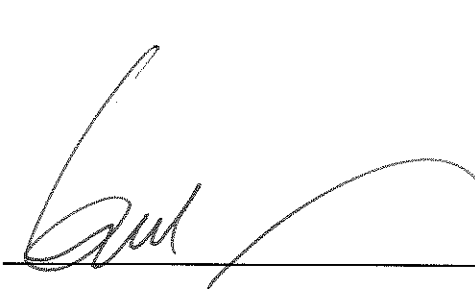


injury protection (PIP), \$10,000/\$20,000 bodily injury liability (BIL), and \$10,000 property damage liability (PDL)

- C. Candidates will not be hired if they refuse to cooperate in such screening as indicated in this policy and procedure and/or provide the requested and necessary information and/or are classified as not having an acceptable driving records.
- D. Will be subject to corrective action up to and including immediate termination if they fail to comply with these required notifications, continue to drive in the absence of a valid driver's license, continue to drive in the absence of the required insurance, or violate any other provision of this policy and procedure.

Employees who transport children or drive ChildNet vehicles as part of their job duties are subject to corrective action up to and including immediate termination if they fail to comply with these required notifications, continue to drive in the absence of a valid driver's license, continue to drive in the absence of the required insurance, or violate any other provision of this policy and procedure.

Employees will be subject to termination if they refuse to cooperate in such screening as indicated in this policy and procedure and /or provide the requested and necessary information.

President's Signature:  Date: 08-27-14