

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: Kathlen Swantek	DATE SUBMITTED: 04/01/1984	SECTION: Facilities	
BOARD APPROVED ON: 06/01/1987	DATE REVISED: 04/29/2020, 04/18/2022, 10/11/2023, 09/09/2026, 9/23/26	SUBJECT: Corporate Vehicle	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 01/18/2017, 01/15/2018, 04/29/2020, 04/18/2022, 10/11/2023, 09/09/2026, 9/23/26		POLICY #: EB-001	PAGE #: Page 1 of 3

I. APPLICATION

The provisions stated herein shall apply to all employees of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It is the policy of Blue Water Developmental Housing that vehicles owned by the organization will be used for official company business only. Documentation regarding date, odometer mileage and nature of trip is required.

III. DEFINITIONS

Official Company Business: activities related to carrying out the goals and objectives of the organization.

Substantial Financial Loss: monetary loss which exceeds insurance policy deductible.

IV. NOTIFICATION/PROCEDURE

WHO

DOES WHAT

Program Supervisor

1. Ensures that employees who are responsible for driving the vehicle have a current driver's license.
2. Authorizes use of vehicle.

Employee

3. Logs mileage and purpose of trip. Forms will be provided for this purpose and will be kept in the vehicle.
4. Is responsible for any traffic violations or tickets. Must report, in writing, any accidents or tickets to the supervisor using the Vehicle Accident Report form immediately.
5. Ensures that ratio of employee to individuals served during transportation does not exceed three (3) individuals served to one (1) employee or as designated in the IPOS.

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Program Supervisor

6. Responsible for maintenance and documentation of all maintenance.
7. Immediately reports to division director any accidents or tickets other than parking violations.
8. Sends employee immediately for a drug test following a vehicle accident.
9. Within 24 hours, completes the Supervisor Accident Form and forwards the Driver's Accident Report and the Supervisor Accident Report to the appropriate division director, the administrative services division director, the human resource manager, and the finance director.

Division Director Overseeing that Program Service

10. Reviews Vehicle Accident Report and action plan and makes recommendation to executive director within two (2) working days of receiving the report.

Human Resources Manager

11. Runs a driver record check one month after accident or ticket.
12. Reviews drug test results received and follows drug testing procedure policy.
13. If injury occurred, follows work injury policy.

Division Director/Executive Director

14. Reviews incident report of accident/ticket.

Administrative Services Division Director

15. Reports information as applicable to insurance company.

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16. Reports incidents resulting in substantial financial loss or any personal injury to Board.

VEHICLE ACCIDENT OR TICKET

WHO	DOES WHAT
Employee/Driver	1. Immediately reports to division director any accidents or tickets other than parking violations.
Program Supervisor	2. Sends employee immediately for a drug test following a vehicle accident. 3. Within 24 hours, completes Supervisor Accident Form and forwards Driver's Accident Report and Supervisor Accident Report to appropriate division director, administrative services division director, human resource manager and finance director.
Division Director	4. Reviews Vehicle Accident Report and action plan and makes recommendation to executive director within two (2) working days of receiving the report.
Human Resources Manager	5. Runs a driver record check one month after accident or ticket. 6. Reviews drug test results received and follows drug testing procedure policy. 7. If injury occurred, follows work injury policy.
Division Director/Executive Director	8. Reviews incident report of accident/ticket.

V. FORMS

- A. <S:\Forms\Vehicle forms\Driver's Report of Accident.pdf>
- B. <S:\Forms\Vehicle forms\Supervisors Vehicle Accident Report 11.22.17.doc>