

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

SUBMITTED BY: Kathryn Baker	DATE SUBMITTED: 01/09/13	SECTION: Facilities
BOARD APPROVED ON: 01/09/13	DATE REVISED: 07/20/2016, 07/29/26	SUBJECT: Personal Vehicle Use
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 07/20/2016, 11/21/18, 11/18/20, 11/14/22, 07/29/26		POLICY #: EB-002
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I. APPLICATION

The policy applies to all Blue Water Developmental Housing, Inc. (BWDH) residential and community based employees.

II. POLICY

When using a personal vehicle to transport individuals supported for company related business, it is the policy of Blue Water Developmental Housing to assure safety.

Blue Water Developmental Housing has company vehicles available to all employees for company related business.

III. STANDARDS

- A. Employee must have a reliable vehicle, must maintain a valid driver's license, valid license plates and valid car insurance accepted under State of Michigan Law and employer's insurance carrier.
- B. Employee must ensure individuals supported and themselves always use seat belts.
- C. Insurance coverage for bodily injuries, property damage or damage to an employee's car is the responsibility of the employee's own personal insurance carrier.
- D. Employees are required to inform their supervisor immediately of any traffic tickets, accidents or other citations while using their personal vehicles for company business. Failure to do so will result in disciplinary action.
- E. While driving a personal vehicle for business an employee shall not use their cell phone, smoke, text and/or be under the influence of alcohol and/or illegal drugs or conduct non-work-related business. Employees must follow any prescription medication directions relating to driving. Failure to do so will result in disciplinary action.

IV. NOTIFICATION/PROCEDURE

WHO

Employee

DOES WHAT

1. Obtain written supervisory approval for transporting of individuals supported to activities, appointments in emergencies or for company related business.

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| | 2. Contacts their program supervisor to determine whether there is a need to transport a consumer in their personal vehicle or use personal vehicle for work related business. |
| Supervisor | 3. Reviews all individual supported and employee business related transportation needs and authorizes transportation in writing. If transportation is denied documents reason for denial. |
| Employee | 4. Submits completed personal vehicle maintenance checklist quarterly in ADP as assigned by safety and training coordinator. |
| | 5. Submits to supervisor and safety and training coordinator other required documents at least annually and when there are any changes to the following i.e. driver's license, vehicle insurance, valid license plates. |

V. Exhibits

- A. [Personal Vehicle Maintenance Checklist](#)