

Guideline for CICAL employee requirements regarding personal vehicle insurance

August 31, 2018

Employees will have the following classifications regarding their expectations for maintaining personal vehicle insurance.

An employee will be informed by their supervisor which classification their job will fall under. Classification may change with changes in job role or assignment and will be established by the supervisor in writing to the employee (PAF tool, job description, notes).

DSP category	Pay rate	Insurance Requirement	HR documentation	Fiscal Doc	Supervisor role
Expected to drive Personal and CICAL vehicles	Paid regular DSP rate	Must maintain insurance validation	Current insurance doc in Red File	Noted with PAF	Job description informed
Only drive CICAL vehicles	Paid regular DSP rate	Does not need to maintain personal vehicle insurance validation	Attestation placed in Red file stating they do not drive personal vehicle	Noted in PAF	Job description informed
Does not drive for CICAL for any reason	Paid reduced rate from regular DSP rate (\$.50/hr)	Does not need to validate insurance	Attestation placed in Red file stating they do not drive for agency.	Noted in PAF	Job description informed