

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. Job classification and expectations are established by the supervisor. Job postings will indicate what the driving expectation is for the job in consideration and will be explained to the candidate. When hired the job expectation for driving in the position are clearly stated and written on the PAF form. If the expectation changes, a new PAF must be provided to the HR department.

HR ROLE – if employee does not maintain current personal vehicle insurance documentation, they will be locked out (PROVIDE) and supervisor will be notified.

<b>DSP category</b>	<b>Pay rate</b>	<b>Insurance Requirement</b>	<b>HR documentation</b>	<b>Fiscal Doc</b>	<b>Supervisor role</b>
<b>DSP-Driver full</b> Expected to drive Personal and CICL vehicles	Paid regular DSP rate	Must maintain personal insurance validation	Must maintain Current insurance doc	Noted with PAF	Job description informed. PAF if changes
<b>DSP-Driver part</b> Expected to only drive CICL 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. PAF if changes
<b>DSP- Non Driver</b> Does not drive for CICL 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. PAF if changes.