

## **Subject: Driving Safety, Conduct, & Discipline Policy #27a**

### **1. Purpose**

The purpose of this policy is to ensure the safety of Choices in Community Living employees, volunteers, clients, and the public by establishing clear expectations for safe driving, compliance with traffic laws, and appropriate conduct while operating any vehicle on behalf of Choices in Community Living.

### **2. Scope**

This policy applies to all employees, volunteers, contractors, and representatives who operate vehicles on behalf of CICL.

- Organization-owned vehicles
- Personal vehicles for organization-related business
- Rental vehicles used for organization purposes

### **3. General Driving Safety Expectations**

All drivers operating a vehicle for organizational purposes must:

- Maintain a valid driver's license appropriate for the vehicle type
- Follow all federal, state, and local traffic laws including hands-free phone use.
- Operate vehicles in a safe, responsible, and defensive manner
- Wear seat belts at all times and ensure all passengers do the same
- Avoid distracted driving, including texting, handheld phone use, or other unsafe behaviors
- No smoking in any CICL vehicle.
- Ensure the vehicle is in safe operating condition before driving

### **4. Speed Limit Compliance**

Drivers must:

- Obey all posted speed limits via residential and highway.
- Adjust speed appropriately for weather, traffic, and road conditions
- Never exceed speed limits for meeting deadlines, schedules, or productivity expectations or other reasons.
- Immediately report any citations received while driving for organizational purposes

## **5. Prohibited and Egregious Behaviors**

The following behaviors are strictly prohibited and considered egregious violations of this policy. This is a partial listing, actions will be evaluated on a case-by-case basis.

- Reckless or aggressive driving (e.g., tailgating, weaving through traffic, road rage)
- Driving under the influence of alcohol, drugs, or impairing medications
- Excessive speeding (defined as 15 mph or more over the posted limit)
- Texting or using a handheld device while driving
- Operating a vehicle with known mechanical issues that compromise safety
- Transporting unauthorized passengers or materials
- Leaving the scene of an accident
- Failure to report accidents, citations, or unsafe conditions
- Operating a vehicle at speeds that are excessive for the conditions. (i.e. residential, school zone areas, etc.)

***(Egregious violations may result in immediate disciplinary action, up to and including termination.)***

## **6. Accident and Incident Reporting**

Any accident, citation, or near-miss occurring while driving for organizational purposes must be reported to a supervisor as soon as safely possible, and no later than the end of the same day.

## **7. Progressive Disciplinary Procedure**

The organization uses a progressive discipline model to address violations of this policy. The organization also reserves the right to accelerate or bypass steps depending on the severity of the violation.

### **CICL Driver Citation Program:**

CICL's Driver Citation program is designed to enforce a culture of safety. Staff that are in violation of this policy will receive notification of their non-compliance and receive a "Written Warning" citation informing the staff of the violation. This will be documented in the employee's HR file.

### **Progressive Disciplinary Process:**

- **Verbal Warning**

Issued for minor or first-time violations such as:

- Minor speeding (less than 10 mph over limit)
- Failure to follow internal vehicle procedures

- Minor preventable incidents

A verbal warning will be documented in the employee's file, and is subject to discipline, up to and including termination.

- **Written Warning**

Issued for repeated minor violations or more serious first-time issues, such as:

- Repeated minor speeding
- Distracted driving behaviors
- Failure to report minor incidents

A written warning will outline expectations for improvement and consequences for further violations and is subject to discipline, up to and including termination.

- **Final Written Warning and / or Suspension**

Issued for:

- Continued violations after a written warning
- Moderate safety violations including 15 mph over the speed limit
- Any behavior that places the organization at increased liability
- Temporarily suspend driving privileges pending investigation of an accident or alleged policy violation.

A written warning will outline expectations for improvement and consequences for further violations and is subject to discipline, up to and including termination.

- **Termination of Employment or Volunteer Status**

May occur for:

- Egregious violations listed in Section 5 (partial listing)
- Repeated violations after prior disciplinary steps
- Any conduct that endangers others or significantly violates organizational trust

## **8. Acknowledgment**

All employees and volunteers must sign an acknowledgment confirming they have read, understand, and agree to comply with this policy. I also understand that I am required to report any suspension, restriction, or loss of driving privileges.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_