

BENCO  
24 Hour  
POLICIES AND PROCEDURES

SUBJECT: TRANSPORTATION

OAR: 411-325-0200 (1) a-b (2) (3)

POLICY:

Benco employees will obey Oregon Department of Motor Vehicle laws and use defensive driving skills while operating Benco vehicles or transporting individuals using their own vehicle.

PROCEDURE:

- Transportation:
  - **(1) a-b** Benco employees who use their own vehicle or use Benco vehicles to transport individuals, must: maintain the vehicle in safe operating condition; comply with Oregon Department of Motor Vehicle laws; maintain insurance coverage including liability, on all Benco vehicles, his or her personal vehicle, all authorized drivers and carry a first aid kit in the vehicle.
  - **(2)** When transporting, the driver will ensure that all individuals use seat belts. When transporting individuals in wheelchairs, the driver will ensure that wheelchairs are secured with tie downs and that the individuals wear seat belts.
  - **(3)** Drivers operating vehicles that transport individuals will meet applicable Department of Motor Vehicle requirements as evidenced by a valid driver's license. The employee will have a driving record that meets Benco's motor vehicle insurance standards.

Approved By: \_\_\_\_\_

Kristen Gregory, Benco Board President

Date: 12-10-2019