MOTOR VEHICLE OPERATION & SAFETY

PURPOSE

To ensure the safety and well-being of employees and residents, Benco has established criteria for employees who operate motor vehicles in the course and scope of their employment. Benco must follow mandatory protocol that Benco's auto insurance carrier requires of all drivers. This policy adheres to the Oregon Department of Motor Vehicle Laws.

DRIVER REQUIREMENTS

These guidelines set forth the minimum requirements for all Benco drivers.

- Must be at least 18 years old;
- Must have and maintain a valid driver's license;
- Must demonstrate safe operations of the vehicle;
- Must maintain an acceptable driving record;
- If employees drive's their own vehicle, they must show proof of current vehicle insurance and maintain insurance.

Benco will obtain employee's MVR's (Motor Vehicle Record) annually on their date of hire. If the employee is hired with an out-of-state driver's license, the employee has 6 months from their date of hire to obtain an Oregon driver's license. No employee will be authorized to operate a vehicle to conduct Benco business until Benco has verified that the individual's MVR is acceptable. Benco reserves the right to determine when a driver's MVR is acceptable.

MOTOR VEHICLE RECORD EVALUATION

In order for a driver to be approved, the following criteria must be met:

1. Maximum of 1 moving violation in the last 3 years in combination with one at fault accident.
2. Maximum of 2 moving violations in the last 3 years with no at fault accidents.
3. Maximum of 2 at fault accidents in the last 3 years with no moving violations.
4. No speeding over 80 miles per hour.
5. All employees must pass a diving test meeting the criteria outlined on the driver's cue sheet for each program vehicle they may be driving.
6. All employees that have their driver's license for less than 3 years will be required to take an online defensive driving course and get their certification.

An accident will not go against an employee's record if the employee can obtain a statement from their insurance company stating that the employee is "not at fault". Note: Benco will only accept one "not at fault" statement per year.

Employees with any of the following on their MVR in the last 3 years is unacceptable and will not be permitted to drive on company time:

1. Suspension or revocation of driver's license or operating a vehicle during a period of suspension or revocation.
2. Driving under the influence of alcohol or drugs.
3. Careless Driving.
4. Negligent homicide arising out of the use of a motor vehicle.
5. Using a motor vehicle for the commission of a felony.
6. Aggravated assault with a motor vehicle.
7. Operation of a motor vehicle without owners' authority.
8. Operating a motor vehicle while unlicensed.
9. Speed contests
10. Any other criminal use of a motor vehicle.

REVIEW OF DRIVING RECORDS

Benco reserves the right to further review the MVR of drivers anytime during employment where Benco deems it appropriate for reasons which may include, but are not restricted to, the occurrence of an accident, a change in MVR and/or report(s) of erratic driving practices.

If an employee is placed on probation or removed from operating a motor vehicle in the course and scope of their employment the expectation is that the employee will continue to work on clearing their MVR of violations and/or getting a valid driver's license.

If an employee has been removed from operating a motor vehicle in the course and scope of their employment and receives any violation on their MVR the employee will meet with the Executive Director and Personnel Director to determine continued employment.

NOTICE TO EMPLOYEES

Prior to taking any adverse employment action based upon a MVR, Benco will supply the employee with a copy of their MVR and the employee will be given the opportunity to dispute inaccurate information. Employee MVR's will be kept confidential and only necessary administrative employees will have access to MVR's. If an employee is witnessed driving outside of work with a non-valid driver's license this could be cause for termination.

FAILURE TO MEET STANDARDS

If an employee becomes a non-driver due to violations, suspensions, or any other reason on their MVR, Benco will attempt to place the employee in non-driving shifts. If there are no non-driving shifts available, that employee will be placed on "sub status" with Benco until his or her MVR and/or driver's license meets Benco policy standards. The employee is not guaranteed hours for non-driving shifts and Benco will not hold the employee's hours until their MVR and/or driver's license meets Benco policy standards.

EMPLOYEE DISCIPLINE

Although an employee's MVR may not be such as to cause the automatic loss of driving privileges, Benco reserves the right to disqualify, transfer, suspend or terminate an employee for what Benco considers an unacceptable driving record, including evaluations of incidents, charges or citations that have not resulted in a formal conviction, and matters that are pending or on appeal.

OBLIGATION TO REPORT VIOLATIONS/ACCIDENT

All drivers must report accidents and any unacceptable violations listed on page 67, numbers 1-10 within 24-hours of the violation to a supervisor or administrative staff. Failure to report these violations as required by this policy may result in suspension of driving privileges and/or disciplinary action up to and including termination of employment.

OPERATIONS AND USE OF VEHICLES

Benco provides company owned vehicles however employees may use their own vehicles if they meet the following standards set forth. All drivers must operate vehicles in accordance with the laws of the state in which the vehicles are driven. All vehicles used to conduct Benco business are to be operated within the manufacturer's designated or equipped capacity, and passengers, as well as drivers, must have and use proper seat restraints. Personal use of Benco vehicles or the use of Benco vehicles outside normal routes without permission from the supervisor is prohibited unless it is an emergency situation. Drivers using their own vehicles must provide Benco with current proof of insurance coverage prior to using their own vehicle for work purposes.

BENCO VEHICLES

Each driver is responsible for the proper care and cleanliness of Benco vehicles placed in their charge. Vehicles are to be operated in a safe and cost-effective manner. Eating, drinking, smoking and animals are prohibited in Benco vehicles, with the exception of resident animals. Intentional or careless actions, which result in either mechanical or cosmetic damage to Benco vehicles, may result in disciplinary action, up to and including termination of employment. Any malfunction of a Benco vehicle must be immediately reported to their supervisor.

WORKING CONDITIONS OF PRIVATELY OWNED VEHICLES
Employees operating private vehicles to conduct Benco business are responsible to ensure that their vehicle is in safe operating condition.

DRIVING IN HAZARDOUS/ADVERSE CONDITIONS
Drivers are required to exercise extreme caution when hazardous conditions exist such as those caused by snow, ice, sleet, fog, mist, rain, dust, smoke or other circumstances which may adversely affect visibility or traction. Speed must be reduced when such conditions exist and, if conditions become sufficiently dangerous, the driver must stop driving the vehicle and do not resume driving until the vehicle can be safely operated.

Approved By: Julie Hansen
Julie Hansen, Benco Board President

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