POLICY	Safe Operation of Vehicles Policy	**DOCUMENT ID**	ADMIN-RM-0217.04
OWNER	Vice President of Business Administration	**CREATION**	07.27.2021
STANDARDS AND REGULATIONS	**COA:** ASE 4.02 **Admin Code:** **Statute:**	**RENEWAL DATE**	09.2028
RELATED OMC POLICIES / PROCEDURES	Responding to and Reporting Employee Work-Related Injuries Procedure; Responding to and Reporting Non-Employee Injuries Procedure; Client Transportation Options & Dash Camera Use Procedure; PHLYTRAC GPS Program Procedure; Organizational Vehicle Inspection and Mileage Log Procedure	**LAST MODIFIED/ APPROVAL**	07.2026 – Chief Financial Officer
APPLICABLE TO	1 - All Staff 8 - Volunteers	**EXPERT REVIEW**	03.2026 - Constangy, Brooks, Smith & Prophete, LLP

PURPOSE

The Safe Operation of Vehicles Policy outlines how to safely operate vehicles to ensure the well-being of anyone representing, serving, or receiving services from One More Child is protected.

FORMS AND REFERENCE DOCUMENTS

Title	Description
Online Incident Reporting form	OMC Central

POLICY

Every vehicle operator is responsible for practicing and promoting the safe operation of vehicles to protect themselves and other staff, volunteers, clients, and the public.

Requirements to Operate a Vehicle
For any person who operates a vehicle for business purposes, whether a personal vehicle or a One More Child (OMC) owned/leased vehicle, OMC requires the following of the operator:

- Have and maintain a valid driver's license. (The Human Resources department keeps and continuously reviews a list of all employee driver licenses including expiration dates. Where contractually applicable, independent driver license validation will be performed at required intervals for covered employees.
- Have and maintain proof of insurance (for personal vehicles)
- Must be at least 21 years of age (for OMC-owned vehicles)
- Must maintain a safe driving record. For program contracts where a requirement exists, applicable operators will have their driving record checked at the stated frequency. For all other operators, their driving record will be checked periodically. For positions where driving is a requirement, failure to maintain a safe driving record may result in termination of employment or service.
- Staff are expected to self-report any citations that result in points being assessed on the driver's record. Failure to self-report citations may result in disciplinary action up to and including termination.
- Where pre-service requirements exist, due either to contractual obligations or other reasons, applicable vehicle training must be completed before operating agency vehicles for transporting clients or any other purpose
- Operators must enforce use of age-appropriate seat belts or other applicable passenger restraint systems by all passengers
- Operators are responsible for ensuring adequate passenger supervision exists, as mandated by statute or regulation (when applicable)
- Operators are responsible for verifying that current registration and proof of insurance documentation have been stored within the vehicle

- Operators are responsible for addressing one on one employee/client interactions during transportation events either through elimination by having a second OMC employee present or through documentation by utilizing a vehicle equipped with a dash camera that is activated and functioning properly (provided documented client consent is obtained in advance and is reaffirmed verbally by the client prior to the transportation event occurring)
- Operators are responsible for ensuring the number of passengers does not exceed the number of people the vehicle is designed to carry
- Operators are responsible for maintaining a smoke-free environment
- Operators are responsible for securing the vehicle when not in use
- Operators are responsible for abiding any other non-referenced policies that impact vehicle usage

Vehicle Maintenance
For OMC-owned vehicles that are assigned to staff, the assigned staff is responsible for ensuring the vehicle is properly maintained.

Vehicles must be maintained and operated in compliance with all applicable federal, state, and local laws and insurance standards. Unlawful or unsafe operation of vehicles may result in disciplinary action up to and including termination of employment or service.

For persons who elect to operate a personal vehicle instead of utilizing an available OMC vehicle, the individual understands that their insurance will by law be considered the primary policy, not OMC's policy, should an accident occur while engaged in business. Also, the personal vehicle used must be roadworthy at the time of use.

Staff will comply with any additional requirements per contractual or other regulatory guidelines (ex: completion of a vehicle inspection prior to use or ensuring the vehicle is equipped with specified items such as a first aid kit, seat belt cutter, or window puncher).

Operating the Vehicle
Driving under the influence of alcohol or any other substance that may cause impairment will be grounds for termination of employment or service.

While operating a vehicle, handheld use of cell phones, texting, or any other activity that may result in a distracted driving situation are prohibited. The use of Bluetooth (hands-free) technology to engage in audio-only phone conversations is the only permissible activity while operating a vehicle. Failure to comply with these restrictions may result in disciplinary action.

Vehicle Incidents/Accidents
For vehicle accidents where no injury is sustained, report the incident to your supervisor and/or the Vice President of Business Administration and complete the Online Incident Reporting form.

For vehicle accidents where an injury is sustained, follow the instructions provided in the Responding to and Reporting Employee Work-Related Injuries Procedure or Responding to and Reporting Non-Employee Injuries Procedure, as applicable.

Failure to report any incident or accident immediately (or as soon as it is safe to do so following the event) may result in disciplinary action up to immediate termination of employment.

Any incident or accident deemed to be of a preventable nature may result in disciplinary action, up to termination of employment. An incident or accident of a preventable nature could include, but is not limited to:
- Backing into buildings, vehicles or inanimate objects
- Driving under and striking low bridges, overhangs, or tree limbs
- Distracted driving