

POLICY AND PROCEDURE PERTAINING TO DRIVING AND THE USE OF MOTOR VEHICLES

PURPOSE

The purpose of this policy is to establish standards for employees regarding the driving requirements of their positions and the use of EON, Inc.'s and personal vehicles during EON, Inc.'s business.

POLICY

EON, Inc. will identify the driving requirements for each position by assigning one of the three classifications: unlimited driving, limited driving, or non-driving.

- A. A standard driving position is defined as one that requires an employee to drive a motor vehicle as a part of his/her work, including vehicles owned or leased by EON, Inc., and/or to drive a vehicle in which a person served is transported.
- B. A restricted driving position is defined as one that requires an employee to drive an EON, Inc. vehicle as a part of the position to transport persons served, but does not allow the employee to use their personal vehicle in any manner (i.e. no insurance).
- C. A non-driving position is defined as one that does not require an employee to drive any motor vehicle as a part of his/her work.

An employee must meet all the driving requirements of his/her position. An employee that does not satisfy the driving requirements for his/her driving position may be reassigned to a position with a different driving classification, suspended, or terminated. Refer to REQUIRING INFORMATION FOR DRIVING VEHICLES & AUTO INSURANCE DISCLOSURE FORM.

An employee hired for a position with duties that require the employee to drive his/her own vehicle is responsible to his/her own automobile insurance and is required to provide ongoing proof of liability insurance. The employee is also responsible to ensure the vehicle is in safe operating condition.

An employee is strictly prohibited from operating a EON, Inc. vehicle or personal vehicle on EON, Inc. business, after drinking alcoholic beverages, using illegal drugs, or while under the influence of prescribed drugs that may impair the employee's ability to drive a vehicle. Refer to POLICY AND PROCEDURE PERTAINING TO ALCOHOL AND DRUG USE.

Each employee who drives a motor vehicle as a part of his/her position will annually complete quizzes on vehicle safety and safe transportation.

Each EON, Inc. vehicle will have a vehicle book and a vehicle emergency kit for staff to use when transporting persons served. The vehicle book contains emergency information, general driving, safety tips and portions of this policy. The vehicle emergency kit will include, at a minimum, a first aid kit.

PROCEDURE

I. Driving Classifications and Related Requirements

A position's job description will designate the driving classification for the position. The requirements for each classification are outlined below. An employee must meet the requirements for his/her position's driving classification as a condition of employment. An employee who does not satisfy the driving requirements for his/her position will be reassigned to a position with a different driving classification, suspended, or terminated in accordance with POLICY AND PROCEDURE CONCERNING PROBATION, SUSPENSION, AND TERMINATION.

A. Standard driving position.

1. The employee is required to drive a motor vehicle as a part of his/her position. This may be a vehicle owned or leased by EON, Inc. and/or the employee's personal vehicle.
2. The employee is required to drive vehicles that are transporting individuals served.
3. Upon hire, an employee must provide his or her date of birth, provide evidence of a valid driver's license, and sign the REQUIRING INFORMATION FOR DRIVING VEHICLES & AUTO INSURANCE DISCLOSURE FORM.
4. The employee must have a valid driver's license with an acceptable status and acceptable driving record.

a. Acceptable status.

The driver's license status must be valid. The driver's license status must not be subject to any restrictions that would interfere with the employee's ability to satisfy the driving requirements associate with his/her position.

b. Acceptable driving record.

- i. EON, Inc. will conduct a driving record check upon an employee's hire, and annually thereafter, to verify that the employee has an acceptable driving record. A driving record check may also be done upon receipt of information that the employee's driving record has been changed, to determine the extent it affects the employee's driving classification.
- ii. EON, Inc.'s automobile insurance company establishes the standards for an acceptable driving record. An unacceptable record may include:
 - a) One major violation within the last three years including but not limited to: any alcohol or drug related violation, reckless driving, speeding (excessive), manslaughter, hit and run, drag racing, driving while license is suspended or revoked, or any other moving violation that is regarded as a major violation under applicable state driver license evaluation or "points" system.

- iii. If any adverse action is taken against an employee because of the driving record check, the employee will receive a copy of the record, in accordance with the Fair Credit Reporting Act.

B. Restricted Driving Position

1. The employee is required to drive a EON, Inc. vehicle as a part of his/her work, but the employee is not allowed to drive a personal vehicle in any manner.
2. The employee must have a valid driver's license with an acceptable status, as defined in section 1.A.4 of this policy
3. Upon hire, the employee must provide evidence of a valid driver's license. The employee will also be required to sign the REQUIRING INFORMATION FOR DRIVING VEHICLES & AUTO INSURANCE DISCLOSURE FORM.

C. Non-Driving Position

1. The employee is not allowed to drive a EON, Inc. vehicle or a personal vehicle for any part of their position.
2. The employee will be required to sign the REQUIRING INFORMATION FOR DRIVING VEHICLES & AUTO INSURANCE DISCLOSURE FORM.

D. Change in driving record or license status.

If the driving record status of an unlimited driving employee changes (e.g. the employee receives a driving violation), or the driver license status of an unlimited driving or limited driving employee changes (e.g. driver's license is restricted, suspended, or revoked), the employee is required to notify his/her supervisor in writing immediately to determine the change has on the employee's ability to meet the driving requirements of his/her position. Failure to do so may result in termination of employment in accordance with POLICY AND PROCEDURE CONCERNING PROBATION, SUSPENSION, AND TERAMINATION.

An employee who does not satisfy the driving requirements for his/her position will be assigned to a position with a different driving classification if available, suspended, or terminated.

II. Personal Vehicles

A. Personal auto liability insurance requirement to transport persons served.

1. An employee who uses his/her own vehicle to transport persons served is responsible to provide liability insurance on the vehicle, adequate to meet the requirements of the laws of the state in which the vehicle is licensed; comprehensive coverage is also required.
2. The employee must provide proof of adequate liability insurance upon hire and upon renewal of the liability insurance as an ongoing condition of employment. Failure to provide current proof of insurance may result in reassignment to another position if available, suspension, or termination in

accordance with REQUIRING INFORMATION FOR DRIVING VEHICLES & AUTO INSURANCE DISCLOSURE FORM.

3. EON, Inc. is not responsible to pay for any costs associated with the employee's personal vehicle, except for mileage reimbursement as described below or for damage or destruction as specified in the POLICY AND PROCEDURE PERTAINING TO EMPLOYEE'S PERSONAL PROPERTY.

B. Mileage Reimbursement

1. An employee who uses his/her personal vehicle for EON, Inc. business with supervisory approval, will be reimbursed at the current published per mile rate providing the requirements of this section are met. The current mileage rate is specified in the BENEFITS AT A GLANCE FORM.
2. Mileage reimbursement claims will only be honored if they are submitted to the supervisor no later than the last day of the month following the month in which the mileage was incurred.
3. Mileage reimbursement must be claimed on the MILEAGE REQUEST REIMBURSEMENT FORM.
4. There are limitations on mileage reimbursement of personal vehicles used to attend in-service training. Pre-Approval is required, mileage procedure is outlined on the MILEAGE REQUEST REIMBURSEMENT FORM.
5. The supervisor will approve the mileage reimbursement claim and submit it to the Finance Department. Approved mileage reimbursement claims will be paid on the employee's next payroll check as an after-tax addition.

III. Compliance with Safety and Legal Procedures

- A. An employee driving on EON, Inc. business must comply with all legal requirements concerning safety, insurance, fines, and vehicle drive ability standards.
- B. The driver and all passengers in the vehicle must wear a seatbelt and shoulder belt at all times.
- C. Each site using a wheelchair accessible vehicle has specific training materials and guidelines for securing and transporting people with wheelchairs. These guidelines must be followed and each person served must be secured properly with the correct tiedown restraints and seatbelts. All employees using a wheelchair accessible vehicle must be trained on these safety procedures.
- D. A supervisor has the authority to restrict the use of an employee's personal vehicle when used for EON, Inc. business if the supervisor is concerned that the employee's vehicle is unsafe or does not meet state or local standards for safety.
- E. A vehicle book and first aid kit is to be in the company vehicle any time.
- F. Cell phone usage is not permitted while operating an EON, Inc. vehicle at any time or while transporting a client in your personal vehicle. (including texting). Refer to the USE OF TECHNOLOGY POLICY.

G. When an EON, Inc. vehicle is provided:

1. Company vehicles are to be used for company business only, including:
 - a. Transportation of persons served to activities and functions.
 - b. Transportation of persons served to medical appointments.
 - c. Household grocery shopping
 - d. Staff transportation to seminars, in-services, meetings, etc.
 - e. Program needs, e.g. transporting furniture, etc.
2. Under no circumstances may a EON, Inc. vehicle be used for an employee's personal purpose.
3. Each employee is responsible for the cleanliness, safety, and proper working condition of a vehicle assigned to his/her worksite. Prior to, during, and after each use, the employee, whether the driver or a passenger, is responsible to assure that:
 - a. No food or beverages are consumed in the vehicle at any time.
 - b. No smoking is allowed in the vehicle at any time.
 - c. A spare tire is available and in good condition.
 - d. The vehicle is left clean and has a reasonable (no less than half a tank) amount of gas.
 - e. Windows are shut and doors are locked when the vehicle is left unattended.
 - f. All malfunctions are reported immediately to the supervisor and/or person responsible for maintenance.
 - g. The keys are returned to the appropriate place.
 - h. Only properly trained employees operate adaptive equipment included on the vehicle.
4. If available, a EON, Inc. vehicle should be used rather than an employee's personal vehicle when driving for EON, Inc. business.
5. All vehicles owned or leased by EON, Inc. are fully insured and employees driving the vehicle during the course of the job are covered by this insurance.

IV. Fuel

- A. Each EON, Inc. vehicle is equipped with a Wright Express fuel card. This is the primary method to purchasing fuel in company vehicles. The cards can only be used in the vehicle that it is assigned to and must never be used for any other vehicle. Each vehicle has a packet and instructions on how to properly use the card. The card is generally located in the glove box or center storage area in each vehicle. The cards can be used for fuel purchases only. Any other types of purchases will be declined.

B. Steps to using the fuel card:

1. Select a fueling location (we recommend Hy-Vee in New Ulm since they provide a .05 per gallon discount). Other service locations will need to accept WEX Fuel Cards
2. Check the current odometer reading prior to getting out the of the vehicle (this will need to be entered when purchasing fuel).
3. Swipe the card in fueling station.
4. Enter the current odometer of the vehicle.
5. Enter your driver ID (typically the last four numbers of your SS #).
6. Pump fuel.
7. Receive a receipt for the purchase (receipts need to have the site number and need to be signed by the purchaser).
8. Place the receipt in the designated area where the fuel receipts are kept at each site.

V. Vehicle Registration

Annually, each EON, Inc. vehicle will need to have license tabs/license plates replaced. The annual license renewal notifications will be sent to the central office, and the maintenance dept. will ensure the license tabs are in place by the last day of the month they are expiring. If you notice that the license tabs are expired, please notify the property director.

VI. Accidents

In case of an accident:

- A. Check all passengers for injuries and provide first aid as needed.
- B. Call 911 to obtain emergency medical response, if needed.
- C. Notify the supervisor or manager on call of the accident as soon as possible.
- D. Send available staff or available witnesses to contact the police.
- E. File a police report of the incident.
- F. Remain with any passengers, providing care and reassurance as needed.
- G. If requested by the other driver or police, insurance information for EON, Inc. is located on insurance identification card contained in the transportation book.
- H. If the accident results in damage to the vehicle making it inoperable, secure transportation for any passengers. A EON, Inc. vehicle should be towed to a nearby service station. The employee should decide where a personal vehicle should be towed.
- I. Complete an ACCIDENT REPORT GUIDE FORM and an ACCIDENT INCIDENT REPORT FORM by the end of the shift. The employee will assure information is

written in ink, complete, legible, and signed with the employee's name and position. Times and dates of all actions should be included.

- J. The supervisor will review the reports, add appropriate and additional follow-up information including persons contacted, identification of incident patterns and corrective actions, and sign and date the reports. The original ACCIDENT INCIDENT REPORT FORM and ACCIDENT REPORT GUIDE FORM should be given to the Human Resources Director within 24 hours. A copy of the completed ACCIDENT INCIDENT REPORT FORM, including the ACCIDENT REPORT GUIDE FORM, should be forwarded to the property director. The property director is responsible to follow-up on possible insurance claims and repairs.
- K. If an employee is injured in the accident, refer to the POLICY AND PROCEDURE PERTAINING TO WORKER'S COMPENSATION.

VII. Moving and Parking Violations

- A. Moving violations incurred by the employee while driving a personal or EON, Inc. vehicle are the responsibility of the employee.
- B. Parking violations incurred by the employee while driving a personal or EON, Inc. vehicle will be responsibility of EON, Inc. only in the event the employee was acting in a responsible manner as judged by the employee's direct and next level supervisor based on documentation provided by the employee.

Parking violations that the employee believes to be the responsibility of EON, Inc. are to be paid by the employee and submitted to the supervisor with full explanation for reimbursement. The supervisor will review the information, make a recommendation, and submit it to their supervisor for approval. If the director/manager determines, EON, Inc. should pay the parking violation, the employee will receive reimbursement.

VIII. Handicapped Parking

- A. The vehicle must have the appropriate Handicapped Parking Permit.
- B. The parking permit must be displayed on the front dashboard or hanging from the rearview mirror, in clear view of others.
- C. Vehicle doors must be locked to prevent theft of the permit.
- D. A vehicle with a handicap permit should only be parked in designated handicap parking locations when the vehicle is being used to transport persons for whom the permit was issued.

XI. Policy Exception

Any exception to the policy must be authorized by the Chief Executive Officer.

REFERENCED POLICIES

A-11 POLICY AND PROCEDURE PERTAINING TO USE OF TECHNOLOGY
A-21 POLICY AND PROCEDURE CONCERNING PROBATION, SUSPENSION, AND TERMINATION

A-22 POLICY AND PROCEDURE PERTAINING TO EMPLOYEE'S PERSONAL PROPERTY

A-25 POLICY AND PROCEDURE PERTAINING TO ALCOHOL AND DRUG USE

A-27 POLICY AND PROCEDURE PERTAINING TO WORKER'S COMPENSATION

REFERENCED FORMS

REQUIRING INFORMATION FOR DRIVING VEHICLES

AUTO INSURANCE DISCLOSURE

MILEAGE REQUEST REIMBURSEMENT FORM

ACCIDENT REPORT GUIDE

ACCIDENT INCIDENT REPORT

BENEFITS AT A GLANCE FORM