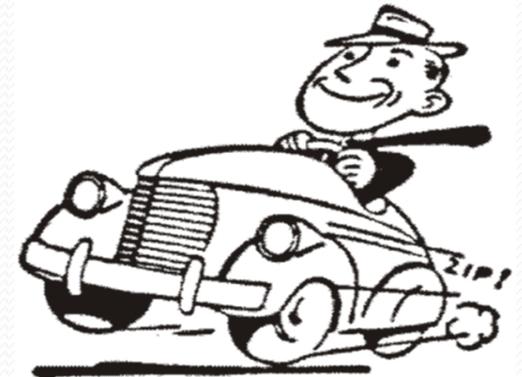


OMI Driver Requirements

- Class D driver's license
- **Considered acceptable driver's under Organization's insurance guidelines**
 - Employees assumed acceptable driver, unless disqualification letter received
- **Motor Vehicle Record (MVR)**
 - MVR provides driver history
 - Processed by insurance carrier
 - Driving violations compared against guidelines to determine unacceptable/acceptable drivers



OMI Vehicle Operation Policy

- Employees operating Organizational vehicles
 - Required to obey state driving laws
 - Required to follow Organizational vehicle operation policy & procedure
- Driving violations
 - Occurred during non-work hours and during work must be reported to supervisor or Human Resources within 5 days of conviction (parking tickets excluded)
- Organizational vehicles
 - Business use only; i.e. no personal use
 - No drive thrus (i.e. banks, fastfood, etc.)



Vehicle Operation Procedures

- Only Organizational employees, volunteers & clients permitted in vehicles
- Food/drink, excluding water, not allowed inside vehicles
- Smoking, vaping & sales of tobacco prohibited inside vehicles
- Cell phone use, including text messaging & accessing internet is prohibited while driving
- Employees are not permitted to transport clients in their personal vehicle; only use Organizational vehicles



Organizational Vehicles

- **Majority are mini-vans**
 - **Require longer stopping distances**
 - **Larger blind spots**
 - **Slower accelerating**
- **Few lift-equipped vehicles**
 - **Employee fully trained on operation prior to use**



Before Starting

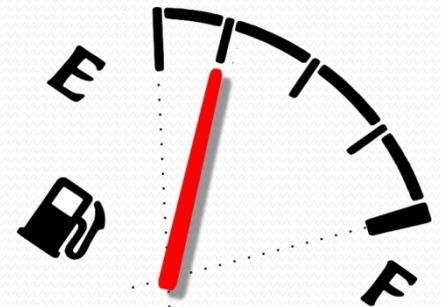
Before you begin your trip, you should:

- 1.) **Ensure cell phone is charged and taken with**
- 2.) **Complete vehicle check**
 - Ensure lights & turn signals are working
 - Check vehicle for dents, dings, broken items, tire pressure, & no debris on windows (ice, water, snow)
 - Ensure clearance around vehicle with no obstructions
- 3.) **Assist individual served into vehicle (if needed)**
 - Ensure all seatbelts are secured for each passenger
- 4.) **Adjust seat, mirrors, and heat/air to comfortable settings before driving**
- 5.) **Allow vehicle to warm up slowly (esp. in cold conditions)**



Vehicle Operation

- Things to remember...
 - When ½ tank or less, make note in Staff Communication Book
 - Vehicles should be washed at least 2 times/month
 - Hand wash or designated carwash as approved
 - After each use, ensure vehicles are cleaner than when you got in
 - Log mileage and other misc. information required on mileage sheet
 - Binder/clipboard kept in each vehicle containing:
 - Mileage tracking sheets
 - Vehicle repair sheet
 - Insurance card
 - Accident forms
 - Emergency phone numbers
 - If anything happens to vehicle or something sounds abnormal, inform supervisor immediately and document on vehicle repair sheet



Transporting Individuals Served

- **Distractions (i.e. behaviors)**
 - If distraction interferes with driver's concentration, pull over in safe location until the end
- **Wheelchairs**
 - Follow all procedures relating to individual served wheelchair and van lift operations
- **Seatbelts**
 - ALL occupants in vehicle shall wear seatbelts
 - If seatbelt malfunction, do not proceed until it is fixed/properly working
- **Consumer Incontinence**
 - Seat must be washed immediately

Disability Parking Placard

- Only used when dropping off and/or picking up individual served.
- Hang the placard from the mirror when parking.
- When not in use place placard in the glove compartment. It is not legal to drive a vehicle with the placard hanging from the mirror.
- Keep the vehicle locked to prevent theft of the placard.
- If you misuse the privilege, you will be responsible for any parking fine.
- Unauthorized use of the certificate or failure to maintain internal control may result in the revocation of **ALL** certificates for OMI.



Accidents

If you are in an accident, you should:

- 1.) Pull over and stop immediately in safe location**
- 2.) Turn on emergency flashers**
- 3.) Assess situation for injury and damage**
 - If staff or consumer severely injured, call 9-1-1
- 4.) Contact the police (no matter severity)**
 - Give police all requested information
 - Do not admit fault
- 5.) Obtain information by using Opportunity Matters Driver Accident Report (forms located in vehicles with insurance card):**
 - Obtain other driver's name, address, D.L. #, & insurance carrier.
 - If there are any witnesses obtain name and contact information
 - Obtain name & badge # of police officer
- 6.) Report all accidents to supervisor or Human Resources**



Vehicle Problems

If vehicle has mechanical problem/breakdown:

- 1.) Call supervisor for instructions**
- 2.) Contact another site, office, or yellow taxi service if transportation is required**
 - If using taxi service, charge to the Organization**
- 3.) Contact Andy's towing if required**
 - Supervisor will instruct where vehicle should be towed**

