

I. BACKGROUND AND POLICY

It is the policy of Eastern Virginia Medical School (EVMS) that any employee whose job descriptions require the use of a vehicle, must qualify as an “authorized driver” as set forth in this policy.

II. FLEET AND DRIVER SAFETY PROGRAM

A. Fleet and Driver Safety Program. EVMS has implemented a Fleet and Driver Safety Program (“Program”) administered by Human Resources and Risk Management that outlines the requirements necessary to qualify as an authorized driver for employees with job activities that include driving.

B. Applicability. The Program applies to all new hires, employees with revised job descriptions or employee transfers where job duties, as specifically outlined in the job description, include the use of a vehicle/driving as a primary responsibility or on a routine basis. This includes both EVMS owned and privately-owned vehicles.

C. Exclusions. The Program does not apply to commuting to and from the employee’s regular worksite, commuting to and from an alternate work site where the same level of job duties are being performed, or traveling to and from meetings, conferences, or trainings where the employee will be a temporary trainee or participant.

III. PROCEDURE

A. Supervisor Notification. Human Resources will notify supervisors when a job position requires an employee to qualify as an authorized driver.

1. Any offer of employment to an applicant for a position that requires an authorized driver shall be made contingent upon completion of Program requirements.

2. Current employees who transfer to positions that require driving or whose job descriptions are revised to include the requirement of being an authorized driver must complete the Program requirements and approval process prior to starting the revised or transfer position.

B. Compliance with Program.

1. Upon notice by Human Resources, supervisors shall provide applicant/employee with access to the Program and follow up with employees to ensure that they provide all required elements.

2. Risk Management shall notify the employee and supervisor when the employee has qualified as an authorized driver. Supervisors may not permit employees to drive as a part of

their job duties until they receive such notice.

3. Non-compliance with any requirements of the Program may result in the suspension and possible denial or revocation of an employee's authorized driver status.

4. Human Resources shall:

a. Notify the employee and supervisor when an employee faces possible suspension or revocation of authorized driver status.

b. Notify the employee and supervisor of any mandatory remedial actions and/or training.

c. Make the final determination of any permanent revocation of an employee's authorized driver status and shall notify the employee and supervisor accordingly.