

## UU Asheville Authorized Driver Policy

The purpose of this policy is to ensure safe practices are followed by employees and volunteers who drive vehicles for UU Asheville congregational activity that require the transportation of participants.

It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. UU Asheville expects employees and volunteers to drive in a safe and courteous manner, following all motor vehicle laws as well as the following safety rules.

### Authorized Driver Requirements

Motor vehicle records will be obtained on all employees who drive and transport others for congregational needs at the time of hire and every two years thereafter. A driving record that fails to meet the criteria stated in this policy or is in violation of this policy will result in a loss of the privilege of driving any vehicle that involves transporting participants.

All authorized drivers, including volunteers, must have a valid and current driver's license to operate a rental vehicle or a personal vehicle while on congregational business.

Personal and Rental vehicles used for congregational business must have appropriate insurance coverage and must be in good working order (see Appendix B: Vehicle Safety Checklist). Personal auto insurance is the sole responsibility of the employee and each volunteer.

Rental vehicles are preferred over personal use vehicles when transporting participants.

All drivers are expected to drive in a safe and responsible manner and to maintain a good driving record. Authorized Drivers must have a safe driving record that does not reflect a pattern of unsafe or irresponsible driving.

Criteria that may indicate an unacceptable record includes, but is not limited to:

- Three or more moving violations\* in a year
- Any Reckless Driving and Excessive Speed violation in the past 3 years
- Any DUI violations in the past 3 years
- Three or more chargeable accidents within a year. Chargeable means that the driver is determined to be the primary cause of the accident through speeding, inattention, etc. Contributing factors, such as weather or mechanical problems, will be taken into consideration.
- Any combination of accidents and/or moving violations.

\* *Violations include any ticket, charge, or other law enforcement proceeding relating to these, as well as independent evidence of violations deemed relevant*

Any authorized driver who has a driver's license revoked or suspended or has infractions noted above shall immediately notify the Director of Administration by 9 a.m. eastern time the next business day, and **immediately discontinue driving for any congregational activity**. Employees who fail to do so may result in disciplinary action, including termination of employment.

Authorized Drivers must report all ticket violations or changes in driving record within 72 hours to the Director of Administration and authorized driver privileges may be suspended or revoked.

### **Driver Safety Rules**

- Driving for congregational business in any vehicle while under the influence of drugs or alcohol is prohibited.
- Authorized drivers should only operate a vehicle when their ability level allows them to do so safely and has not been impaired by illness, fatigue, injury, or prescription medication.
- Authorized Drivers must use hands-free devices when making or receiving phone calls while driving or pull off the road during phone conversations.
- Texting or utilizing a screen device while driving is prohibited and under no circumstances may drivers send or read text messages while operating a vehicle for congregational business.
- All drivers and passengers operating or riding in a vehicle for congregational purposes must wear seat belts. Ensure approved car seats or boosters for children appropriate for each child's age, size, and weight are used and securely fastened to the vehicle and the child.
- Please only transport individuals that are an official part of our program or event and registered and approved to be transported.
- Minors under the age of 18 must have written parental permission to be transported. When at all possible, two adults should be present when transporting a minor. Authorized drivers should have on their possession a copy of any registration forms, medical consents, and waivers, as required by the program or activity.
- Drivers are responsible for the security of vehicles. The vehicle engine must be shut off, ignition keys removed, placed in park with emergency brake, and vehicle doors locked whenever the vehicle is left unattended or individuals are entering/exiting the vehicle.
- Please follow all State and local law.

### **Accident Procedures**

In the event of an accident, we ask all Authorized Drivers to minimize damage or injuries and obtain all pertinent information and report it accurately.

- Call for medical aid if necessary. Please do not move anyone who may have a head, neck, or back injury unless there is imminent danger of life due to safety of possible vehicle fire or further accidents. Check breathing, pulse, and consciousness. Provide care if needed and trained in CPR & First aid.
- Call the police. All accidents, regardless of severity, must be reported to the police.
- Record the names and addresses of the driver, witnesses and occupants of the other vehicles and any medical personnel who may arrive at the scene.

- Complete an accident form located in the Driver Travel Kit. Pertinent information to obtain includes license number of other drivers, insurance company names and policy numbers of other vehicles, make, model, and year of other vehicles, the date and time of the accident, and overall road and weather conditions.
- Do not discuss the accident with anyone at the scene except the police. Do not accept any responsibility for the accident. Don't argue with anyone.
- Provide the other party with your name, address, driver's license number and insurance information.
- Immediately report the accident to the Director of Administration or staff liaison responsible for the program. Provide a copy of the accident report and/or your written description of the accident to the Director of Administration soon as possible.
- There will be a formal accident review conducted on each accident to determine the cause and how the accident could have been prevented.

All accidents while on congregational business, regardless of severity, must be reported to the police and to the Director of Administration. Accidents are to be reported immediately (from the scene, during the same day, or as soon as practicable if immediate or same day reporting is not possible). Failing to stop after an accident and/or failure to report an accident may result in revocation of authorized driver privileges and if an employee, up to termination of employment.

### Authorized Driver Oversight

- The Director of Administration is ultimately responsible for:
- Reviewing accidents and overall safety records to determine if there should be changes in policy or procedure; or if other corrective action (such as training, equipment changes, etc.), should be implemented to enhance the safe operation of rental vehicles, and/or personal vehicles used for official business.
- Discussing driving records of Authorized Drivers and making recommendations to the Executive when driving privileges should be suspended or revoked.
- Reviewing all other issues that arise with respect to Authorized Drivers.

### Appendix A: Vehicle Safety Checklist

### Appendix B: Authorized Driver Travel Go Kits

### Appendix D: Authorized Driver Agreement Form

<b>Revision History</b>	
Responsible Staff Member: Director of Administration	
<b>Date</b>	<b>Description of revision</b>
June 2016	Cell Phone Use Policy Created
December 2018	Reviewed with no changes
March 2024	Replaced with Authorized Drivers

## Vehicle Safety Checklist

The following checklist is intended to assist authorized drivers in determining the safety of the vehicle within their operation. Any "no" answer should be cause for concern and corrective action. Prior to each out-of-town trip and at least once a week, drivers should complete the following checklist:

Name of Authorized Driver: \_\_\_\_\_

Date: \_\_\_\_\_

Are the following items in good operating condition:	Yes	No
Adequate rearview mirrors?		
Safety Belts?		
Approved child restraints for children?		
Windshield Wiper Blades and fluid?		
Brakes with adequate stopping power?		
Emergency Brake?		
Horn?		
Good tires with adequate tread and correct pressure?		
Proper oil and coolant levels?		
Correctly Adjusted headlights and working bulbs?		
Brake lights?		
Tail Lights?		
Turn/directional signals?		
License Plate and Registration Tag visible?		
Intact windshield, with no cracks		
Is all seating in the vehicle secured to the frame?		
Proper registration and insurance liability coverage is located in the vehicle?		
<b>Items provided for check-out are in the vehicle?</b>		
	Yes	No
UU Asheville Travel Go kit (at least one with group if more than 1 vehicle)?		
Kit includes: First Aid Kit, Fire Extinguisher, Flares or Strobe Lights, Forms, Safety Vest		

## **Authorized Driver Travel Go Kits**

Authorized Driver Travel Go Kits are available for check-out when driving on behalf of UU Asheville. Please contact your staff liaison to arrange for check-out or the administrative office. Travel Go Kits should be requested a minimum of two weeks prior to the date of the trip to ensure we have kits available and ready for check-out.

At least one vehicle should have a Travel Go Kit if multiple vehicles are traveling as a group. Ideally, every vehicle should have one if available for check-out.

### **Travel Go Kits include the following:**

- Vehicle Safety Checklist
- First Aid Kit
- Accident/Incident/Injury Report Forms, Pen, & Clipboard
- Reflective Safety Vest
- Emergency LED PuckLights or flares to be placed 15', 25' and 40' from rear of accident and around back/side of vehicle
- Flashlight and Extra Batteries

**Please make sure your kit has the above items and that you have completed/passed the Vehicle Safety Check prior to departing.**

**Please return your Travel Go Kit to the administrative offices within three business days after your trip has been completed.**

## Authorized Driver Agreement

I acknowledge that I have read and understand the Driver Authorization Policy of the Unitarian Universalist Congregation of Asheville and in consideration of my operating a vehicle in the course of congregational business, I agree unconditionally to comply with the Driver Authorization Policy whenever I am driving a vehicle in the course of congregational business.

### Initial each sentence:

- \_\_\_\_\_ I have read and agree to adhere to the Driver Safety Rules and I have a valid driver's license and current auto insurance
- \_\_\_\_\_ I have read and agree to follow the Accident Procedures
- \_\_\_\_\_ I have read and agree to conduct a vehicle safety check weekly and prior to each out-of-town trip
- \_\_\_\_\_ I understand and agree to report any violations or accidents that occur during congregational business as an Authorized Driver to the Director of Administration
- \_\_\_\_\_ I do not have any of the following driving infractions and I agree to report to the Director of Administration immediately if my driving history changes and I were to obtain any of the following infractions:
- Three or more moving violations in a year
  - Any Reckless Driving and Excessive Speed violation in the past 3 years
  - Any DUI violations in the past 3 years
  - Three or more chargeable accidents within a year. Chargeable means that the driver is determined to be the primary cause of the accident through speeding, inattention, etc. Contributing factors, such as weather or mechanical problems, will be taken into consideration.
  - Any combination of accidents and/or moving violations.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_