

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: Kathryn Baker	DATE SUBMITTED: 01/09/13	SECTION: Facilities	
BOARD APPROVED ON: 01/09/13	DATE REVISED: 07/20/2016	SUBJECT: Personal Vehicle Use	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 07/20/2016, 11/21/18, 11/18/20, 11/14/22		POLICY #: EB-002	PAGE #: 1 of 2

I. APPLICATION

The policy applies to all Blue Water Developmental Housing, Inc. (BWDH) employees.

II. POLICY

It is the policy of Blue Water Developmental Housing to transport individuals supported and assure employee safety when using personal vehicles for company related business.

III. STANDARDS

- A. Employee must have a reliable vehicle, must maintain a valid driver's license, valid license plates and valid car insurance accepted under State of Michigan Law and employer's insurance carrier.
- B. Employee must ensure individuals supported and themselves always use seat belts.
- C. Insurance coverage for bodily injuries, property damage or damage to an employee's car is the responsibility of the employee's own personal insurance carrier.
- D. Employees are required to inform their supervisor immediately of any traffic tickets, accidents or other citations while using their personal vehicles for company business. Failure to do so will result in disciplinary action.
- E. While driving a personal vehicle for business an employee shall not use their cell phone, smoke, text or use illegal drugs or conduct non-work-related business. Failure to do so will result in disciplinary action.

IV. NOTIFICATION/PROCEDURE

WHO

DOES WHAT

Employee

1. Obtain written supervisory approval for transporting of individuals supported to activities, appointments in emergencies or for company related business.

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IV. NOTIFICATION/PROCEDURE continued...

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| Employee | 2. Contacts their program supervisor to determine whether there is a need to transport a consumer in their personal vehicle or use personal vehicle for work related business. |
| Supervisor | 3. Reviews all individual supported and employee business related transportation needs and authorizes transportation in writing. If transportation is denied documents reason for denial. |
| Employee | 4. Submits completed personal vehicle maintenance checklist quarterly to program supervisor. |
| | 5. Submits other required documents at least annually and when there are any changes to the following i.e. driver's license, vehicle insurance, valid license plates |

V. Exhibits

- A. <..\..\Forms\Vehicle forms\Vehicle Maintenance Checklist.xlsx>