


**Catholic Charities Disabilities Services
Agency Standard and Procedure**

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| Standard Title | Driving Vehicles for Agency Business |
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| Approved by: Anne M. Ogden, Executive Director |  |

As an employee, intern or volunteer of Catholic Charities, work responsibilities may require driving for agency business, including but not limited to, transporting clients or families of clients and delivering goods and services while working on behalf of the agency.

In accordance with the requirements of Catholic Charities of the Diocese of Albany, all employees or other persons who drive for the business of Catholic Charities and its agencies must have a valid driver's license. Upon acceptance of employment or other assignments with Catholic Charities, all new employees and other persons driving for the business of Catholic Charities, will submit a copy of their driver's license, and sign the appropriate forms to have Department of Motor Vehicle and/or approved vendor verify and report on their driving records.

Employees who drive for the business of Catholic Charities are responsible for:

1. Advising the CCDS Human Resource Department of the agency immediately of any changes in their license and/or insurance status, including new license, suspension/revocation, points, convictions, conditional issuance, etc.
2. Immediately reporting any tickets and/or vehicle accidents or damage received in the course of business.
3. Reporting violations/tickets issued during non-business hours that are moving violations and/or result in points on their license to the CCDS Human Resource Department. Reporting violations during non-business hours should be done timely but not later than 72 hours after receipt.

Failure to report a change in status or moving violations as outlined in this Standard may result in disciplinary action up to and including termination, or possible reassignment of duties. As a participant in the LENS (License Event Notification System) of the NYS Department of Motor Vehicles, the DMV will notify CCDS of any and all pending or final license actions. The ability of the agency to receive timely information from DMV does not relieve the individual from these self-reporting requirements.

In the case of an employee or other person who drives an agency-owned vehicle, the Diocesan Self-Insurance Program will provide the liability and property damage coverage. When employees or other persons drive their own vehicles for agency business, they must have valid auto insurance coverage, which will be primary for any

claims that may result. Whether an employee is driving their own vehicle or driving an agency vehicle, if they are driving in the course of their work, they are to ensure safe driving practices and are not to violate any motor vehicle laws. Any ticket issued for violations, including parking violations, will be the responsibility of the employee and may result in disciplinary action to include modified or suspended driving privileges and required completion of a defensive driving course.

Catholic Charities and its agencies retain discretionary authority to use the driving record to deny initial employment or to otherwise modify employment conditions or assignments for employees and others who drive for the business of Catholic Charities, if it is deemed to be in the best interest of the agency and its clients. Catholic Charities and its agencies also reserve the right to impose driving standards exceeding those of Department of Motor Vehicles.