

DCP Driving Policy

We are proposing the adoption of this new driving policy for transportation needs, which *could* allow staff to drive their personal vehicle.

Important Information:

- We have outlined Driver Qualifications for both driving the DCP van, and driving personal vehicles. Qualifications include, but are not limited to maintaining satisfactory driving records, which are obtained through the Department of Motor Vehicles.
- Disqualifying Driving Records are unacceptable violations, and will not allow driving on behalf of DCP.
- "Accidents While on Duty"- This card will remain in the glove box of any vehicles driven on behalf of DCP.
- Proof of liability insurance for driving personal vehicles must meet a minimum of \$100k/\$300k, Property damage \$50k per occurrence, and \$5k in medical payments per person.
- Employees must report traffic accidents to the local police and Human Resources immediately.