

Motor Vehicle Policy

Arbor Acres requires that certain staff drive as a requirement for their position. In other positions, some driving may be involved on a less frequent basis.

- The company may provide vehicles for authorized employees.
- Employees may use their own vehicles.
- In some cases, employees may drive resident vehicles at the resident's request.

Motor Vehicle Check Approval Required

This check is conducted pre-hire and annually. If you fail to provide us with information or authorization to conduct the check OR if your MVR is not at a risk level which permits us to allow you to drive, your position may be terminated if driving is required for your role, or you may be shifted to a different role.

Employee Reporting of Personal Accidents and Tickets

Employees approved to drive on company business are required to inform the Talent Arts Director of any damage to a company vehicle or accidents or traffic related offences within 48 hours and before they drive for company business, even if they have not been finally determined to be at fault.

They should also report any changes that may affect either their legal or physical ability to drive or their continued insurability.

Valid Drivers License and Registration

- All staff must have a valid NC drivers license to drive for company business and must report any changes/expiration of that status to their supervisor.
- Employees who drive their own vehicle have a valid registration and insurance and must report any changes/expiration of that status to their supervisor.

Safety Requirements

Employees must exercise due diligence to drive safely and to maintain the security of the vehicle and its contents.

- The use of cell phones (including texting) while behind the wheel of a moving vehicle being used on company business is strictly prohibited.
- Employees are responsible for any driving infractions or fines as a result of their driving.
- Employees should not use a company vehicle for personal use (other than en route stops – for example, for lunch.)
- Employees are not permitted, under any circumstances, to operate a company vehicle or a personal vehicle for company business when any physical or mental impairment causes the employee to be unable to drive safely.
- Additionally, employees shall not operate any company vehicle at any time or operate any personal vehicle while on company business while using or consuming alcohol, illegal drugs or prescription medications that may affect their ability to drive.

In the case of an accident

- Employees should stop, call police and exchange contact information with the other driver.
- Employee should make no voluntary statement other than in reply to questions of investigating officers.
- Employee should report accidents to their supervisor and/or Talent Arts immediately and follow appropriate Workers Comp or post-accident testing protocol as described at that time.