



The Respite Group

The Respite Group, LLC
3524 Quebec Ave S.
Saint Louis Park, MN 55426
Phone: 612.298.4927
www.therespitigroup.com

Vehicle Use Policy

This policy applies to personally owned vehicles driven by employees on behalf of The Respite Group, LLC.

The following policy has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and The Respite Group, LLC.

- All drivers must have a valid driver's license.
- Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accident or violations. Should your record fall into our insurance carrier's guidelines of an 'unacceptable driver', your driving privilege will be revoked immediately.
- The Respite Group must be notified immediately of any change in your license status or driving record.

When operating your own vehicle for The Respite Group's business:

- Your Personal Auto Liability insurance is the primary payer. The Respite Group's insurance is in excess of your coverage.
- You should carry at least \$300,000 per occurrence for bodily injury liability coverage. Evidence of insurance coverage is to be provided to The Respite Group each year, by a copy of your policy's Declaration page of a Certificate of Insurance.
- The Respite Group is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.
- Report your mileage for the client you are transporting for mileage reimbursement.
- Seatbelts are to be worn at all times and insist that all passengers do so as well.
- Employees are prohibited from driving any vehicle for Company business while under the influence of alcohol, illegal drugs, or prescription or over-the-counter medications that may cause drowsiness. Smoking is also prohibited at all times in any Company or employee own vehicle at any time when a consumer is also present while they are driving on Company basis in that vehicle.
- Cell phone use is prohibited while they are driving on company business. This applied whether they are with clients or are alone in the vehicle.
- Employees are encouraged to be aware of weather conditions and safe driving practices. If conditions make travel dangerous, please do not drive.

In the event of an accident:

- Take necessary steps to protect the lives of yourself and others.
- Call the police. Under no circumstances are you to leave the scene of an accident before the police arrive. Comply with police instructions.
- Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.
- Provide your own insurance information to the parties involved and to the police.
- Report the accident to The Respite Group (Laura Meyer 612.298.4927) immediately.

Employee Signature

Date

O I will not be driving clients.