Grossmont Healthcare District

Driver Policy

ADMIN-08

October 16, 2025

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Purpose and Scope

Our Driver Policy has been developed to protect the Grossmont Healthcare District's employees and resources, and to guard against and reduce potential liabilities from accidents. The information outlined in this policy is in line with generally accepted best practices and legal requirements for safe motor vehicle operations for our non-commercial drivers. Harman Sarky, Compliance Coordinator, will oversee our policy requirements and all employees who operate a vehicle on District business are required to comply with this policy.

The District has conducted an evaluation of all job positions, and has determined all employees may be required to drive a District vehicle and/or their personal vehicle on District business.

Driver Eligibility

The following guidelines have been established to assist with identifying, hiring, and retaining safe drivers and ensuring ongoing safe driving practices:

- Employment applications and job descriptions will clearly identify if vehicle operation is a job requirement.
- Employees must possess a valid Class C driver's license.
- Motor vehicle reports (MVRs) are obtained and reviewed for all employees.
- Employees who drive their personally owned vehicle on District business must show proof of automobile liability insurance in accordance with California's minimum requirements.
- All employees who drive on District business are required to comply with all applicable state laws and regulations.

DMV Employer Pull Notice Program (EPN)

As outlined in the Safety and Health section of the GHD Employee Handbook. See Employees Who Are Required to Drive section, page 48. The District participates in a system that regularly checks DMV record of all employees who are required to driver as part of their job".

MVR Driver Criteria

Employees will not be allowed to drive District vehicles or their personal vehicle on District business if:

- Employees with three (3) at-fault accidents or moving violations within the last two (2) years will not be allowed to drive in the course of their employment. The District may impose disciplinary action on an employee for any at-fault violation while operating the vehicle on District business up to and including dismissal from employment in accordance with the personnel policies and regulation of the District.

- All employees hired subsequent to the adoption of this policy having any of the following within the last five (5) years may be prohibited from driving in the course of their employment:
    - One driving while under the influence (DUI) offense
    - One driving while license is suspended or revoked offense
    - One reckless driving or two speeding violations

The Compliance Coordinator will determine the most appropriate intervention actions based on specific conditions and circumstances.

Business Use - District-Owned Vehicles

These requirements apply to employees who are authorized to drive a District-owned vehicle while conducting District business:

- Unless otherwise approved, District-owned vehicles are not to be used for personal purposes, including the commute to and from home.
- Employees who are permitted to use a District-owned vehicle to commute to/from home and worksite are not authorized to use the vehicle for personal purposes other than commuting. Minimum personal use, such as stopping for a personal errand on the way between the employee's home and worksite is authorized. Under these conditions, Internal Revenue Service (IRS) taxable fringe benefits may apply. Contact Human Resources for specific IRS requirements and mileage rates.

The following requirements pertain to all District-owned vehicles:

- No one except an authorized employee may drive a District vehicle.
- Drivers must comply with all applicable state laws and regulations.

The District reserves the right to withdraw this privilege at any time. Failure to fulfill any requirement of the vehicle use policy may result in disciplinary action up to and including termination.

Business Use - Personally owned Vehicles

It is the policy of the District to provide employees with suitable transportation to conduct District business. However, there may be times when it is necessary and expeditious for employees to use personally owned vehicles in the course of District business.

District employees are not permitted to use personally owned vehicles in conducting District business without prior approval of the appropriate department head or the assigned designee.

Before authorizing an employee to use a personally owned vehicle for District business, each department head, or designee, shall determine that: (1) the business purpose is valid; (2) the

use of a personally owned vehicle is in the best interests of the District; and (3) the employee has been approved to use his/her personally owned vehicle based on the Driver Eligibility requirements.

Employees utilizing their personally owned vehicles on District business must maintain automobile liability and property damage insurance coverage in accordance with the State of California's minimum requirements.

- The District will verify the employee's auto liability insurance policy is current. If the insurance coverage is modified, canceled, terminated, lapsed, or curtailed for any reason, the employee must immediately notify the Compliance Coordinator or a member of the management team.
- In case of an accident and subsequent claim, the coverage provided by the employee's personal insurance will apply first. Insurance follows the vehicle, not the driver. The District is not responsible for any increase in an employee's insurance premium as a result of an accident.
- If the District's employee is at fault, the District's GL policy will be considered secondary/excess coverage for any third-party claims.
- The District's policy does not cover the employee's vehicle damage.
- Employees are expected to maintain the vehicle in reliably safe mechanical condition as required by law.

Use of Communication Devices While Driving

As outlined in the Employee Conduct section of the Employee Handbook, District employees are prohibited from using cell phones (including all smart phones) or other wireless communication devices (including laptops and tablets) while driving on District business and/or District time. This prohibition includes any use of the cell phone or other wireless communications device, such as answering or placing calls, engaging in conversations, texting, web browsing or using any smart phone application while driving.

If the employee's job requires them to keep their cell phone or other wireless communication device turned on while driving, they must use a hands-free, voice-operated device at all times.

Vehicle Accident Procedures

Vehicle accident procedures must be followed in the event of an accident/incident involving District-owned vehicles or personally owned vehicles while on District business. This includes minor incidents and collisions, even if there do not appear to be any injuries and/or property damage.

All vehicles are provided with an SDRMA Accident Report Guide. Drivers are required to complete the guide at the scene of the accident and immediately report the incident to their supervisor. Exceptions may occur in the event of serious injury.

When reporting claims the District will follow the instructions outlined in the SDRMA MemberPlus portal at https://memberplus.sdrma.org/.

Defensive Driver Training

Applicable employees will complete defensive driver training as required by their respective departments.

Record Keeping

The following documentation will be maintained for at least two years:

- Defensive driver training for each employee, including the employee's name, training dates, type of training, and training providers.
- Motor Vehicle Reports (MVRs).
- Vehicle insurance information from drivers who use their personally owned vehicles on District business.
- Documentation regarding employee deviations.

Program Evaluation

The Driver Safety Policy will be reviewed on a periodic basis to meet ongoing needs.