

Hawkeye Area Community Action Program, Inc.	Policy # 505
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Driving Personal and Agency Vehicles	Effective: September 1, 2013
	Revised: May 25, 2023
APPROVED BY: HACAP Board of Directors	

Policy Statement

HACAP employees may be required to drive a personal vehicle or agency assigned vehicle to conduct agency business as part of their employment. Drivers must be 18 years of age, must possess a valid driver's license that is recognized by the State of Iowa and is appropriate to the type of vehicle being driven and must meet agency driving standards as listed in the Standard Operating Procedures. Compliance with Iowa's insurance and vehicle safety laws are expected when driving a personal vehicle for job related business and activities.

HACAP prohibits the use of cell phones while driving on agency business unless it is done in hands-free mode. While hands-free mode can be used in a limited fashion, HACAP strongly recommends employees limit their talk time for any conversation, and only accept calls that require immediate attention. If a call is going to take time or requires your full attention, terminate the call and resume when your car is safely stopped.

Standard Operating Procedure

Target Audience

All HACAP employees

Procedure

1. All HACAP employees who are required to drive on agency business must provide a copy of their driver's license and proof of insurance upon hire to the Human Resources Department. Thereafter, the employee must notify Human Resources of any change in status.
2. HACAP may exercise the right to review the driving record of any employee who is required to drive their own vehicle on agency business that is hired on or after 9/1/2013. The employee will sign a release for HACAP to obtain the motor vehicle record.
3. HACAP will exercise the right to review the driving record of all employees who are routinely assigned to drive a HACAP vehicle in order to perform their job. The employee will be required to sign a release for HACAP to obtain the motor vehicle record. This review will be conducted annually.
4. HACAP clients may not drive an agency vehicle at any time.

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5. HACAP will set acceptable driving standards that must be met by drivers who are assigned to drive an agency vehicle as well as drivers who are required to drive on agency business as part of their job.
6. HACAP employees must not use a hand held electronic device while driving.

Driving Standards

Employees will be deemed unacceptable to drive an agency vehicle or to drive a personal vehicle on agency business that has any of the following:

A. One or more Type A Violations in the past three (3) years.

Type A Violations include:

- OWI-Drugs or Alcohol
- Manslaughter or negligent homicide using a motor vehicle
- Driving while license is suspended or revoked
- Operating a motor vehicle for the commission of a felony
- Aggravated assault with a motor vehicle
- Fleeing or evading police or roadblock
- Hit and run
- Illegal passing of a school bus
- Other violations considered serious by state law

B. Three or more Type B violations in the past three (3) years.

Type B Violations include:

- License suspended in the past related to moving violations
- Speeding
- Careless driving
- At fault accident

C. Three photo enforced traffic violations in one year while driving an agency vehicle.

Employee must reimburse the agency for traffic fine within thirty (30) days.

An employee cannot use a work permit to travel on agency business.

Process Manager

This policy was written by the Human Resource Department for use by all HACAP operations. Questions regarding this policy should be directed to the Human Resources Department at 319-393-7811.