


CHAPTER Facilities	CHAPTER 08	SECTION 002	SUBJECT 20
SECTION Transportation		DESCRIPTION Driver License and Driving Record Monitoring	
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APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers	<input type="checkbox"/> Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) verifies staff driving records and ensure staff maintain a valid driver’s license and safe driving record.

STANDARDS:

- A. Anyone who drives LCCMH vehicles, drives their personal vehicle for work related purposes, and/or transports persons served must maintain a valid driver’s license and will regularly have their driving record monitored for the following:
 1. Driving related felony conviction
 2. Loss of driving privilege through suspension or revocation of license within the last two years due to an unsatisfactory driving record, as defined by the Michigan Secretary of State driver’s license point system
 3. An at-fault accident resulting in a fatality
 4. Accumulated more than six points on the driving record within the last two years
 5. Any alcohol/drug related offenses within the last two years
 6. Accumulated more than three points on their driving record within the past year

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- B. LCCMH safe driver policy is subject to change in accordance with the Michigan Secretary of State Driving Laws.

PROCEDURES:

- A. Applicants will complete Criminal Conviction / Driving Records History Consent Form #280 and provide proof of current driver's license following acceptance of job offer.
- B. All prospective and current employees, employment services providers, independent contractors, interns, and volunteers are added in the Michigan Department of State E-Services subscription by Human Resources (HR) staff.
1. Driver's licenses and driving records are checked through Michigan Department of State E-Services subscription.
 2. In the event an employee, employment services provider, independent contract, intern, or volunteer reports or is found to have had an accident or driving violation listed in Standard A, 1-6, the Chief Executive Officer (CEO) will review the record to evaluate possible unsafe habits or other areas that may need to be corrected through education or training.
 3. If a prospective employee is found to have any of the driving record violations listed in Standard A, 1 – 6, and driving is a condition of employment, the CEO will review the record and make the decision to hire the applicant.
- C. Employees, employment services providers, independent contractors, interns, and volunteers maintain a valid driver's license and notify the HR Department and their supervisor of the loss of a driver's license. Failure to notify within 10 days may result in disciplinary action, up to and including termination.
- D. No employees, employment services providers, independent contractors, interns, and volunteers will knowingly operate a LCCMH vehicle, drive their personal vehicle for work related purposes, and/or transport persons served without a valid driver's license. Operating a vehicle without a license may result in disciplinary action, up to and including termination.

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- E. Anyone with a driver's license from a state other than Michigan will still have their driving record verified, but must also submit a valid Michigan Driver's license within 60 days of the driving record check request date.
- F. Persons operating LCCMH vehicles or personal vehicles for work related purposes must follow LCCMH Policy 08.002.10 Vehicle Operations and Maintenance, LCCMH Policy 08.002.15 Vehicle Incident/Accident Reporting, and LCCMH Policy 02.004.125 Out of Office Service Provision.
- G. The Health and Safety Committee will investigate all reports concerning abuse of a LCCMH Vehicle or any other reported unsafe driving practices.

DEFINITIONS:

At-fault accident: an accident in which an individual has been fined, sued and received an adverse judgment, or their insurance company settled for damages to another party or the individual settled out of court or otherwise was determined to be liable. Note: A settlement by insurance company, or otherwise, is not necessarily indicative of fault.

LCCMH Vehicles: Vehicles covered under the LCCMH insurance policy including vehicles owned by, loaned to or leased by LCCMH.

REFERENCES/EXHIBITS:

LCCMH Policy 08.002.10 Vehicle Operations and Maintenance
LCCMH Policy 08.002.15 Vehicle Incident/Accident Reporting
LCCMH Policy 02.004.125 Out of Office Service Provision
Michigan Secretary of State Driver's License and Point System

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