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Organizational Chart

It is the policy of Adair County SB40 to maintain an up-to-date Organizational Chart listing all agency positions and illustrating the line of reporting. This Organizational Chart shall be posted at all agency locations, distributed to the Board of Directors and made available in an electronic file to all employees of the organization. The Executive Director will review and update this Organizational Chart as needed, but no less than annually.

Organizational Planning Calendar

It is the intent of the Agency Management and Board to follow an organizational planning calendar in line with the beginning of each Fiscal Year, which is July 1st through June 30th of each year. In preparation for the beginning of each Fiscal Year, the Agency will schedule the following activities:

- April – Staff Retreat – Activities to include review of and recommendations for the Strategic Plan updates of the Board.
- May – Board Retreat – The Board will review and confirm the Mission, Vision and Values of the Agency. In addition, the Strategic Plan will be updated, along with updated Goals and Objectives of the Agency for the coming Fiscal Year.
- June – Budget Review and Approval – The Financial Committee of the Board will review the proposed Budget for the coming Fiscal Year. The Committee will propose the Budget to the full Board for approval.
- August – Annual Meeting – The August monthly meeting will be scheduled as the Annual Meeting of the Agency in accordance with Agency Bylaws.

Accessibility

The Adair County SB40 Developmental Disability Board respects and intends to promote the dignity and independence of all people with disabilities.

Consistent with this commitment and in accordance with federal law, the organization shall insure full compliance with the Americans with Disabilities Act and the Americans with Disabilities Amendment Act as these acts pertain to people with disabilities and accessibility requirements including those which pertain to accessible customer service, information and communications, employment practices, transportation, and the design of all public spaces and facilities owned and operated by Adair County SB40.

Particularly, Adair County SB40 shall:

- Provide, upon request, accessible formats and communication supports, including websites and electronic communications, to individuals with disabilities in a manner that takes into account each individual's specific limitation;
- Provide accessible transportation to individuals with disabilities in a manner that takes into account each individual's specific limitation and promotes full inclusion, when transportation is included in the service or program provided by the organization to eligible individuals;
- Exercise regard to the accessibility needs of individuals when designing, purchasing or acquiring buildings, vehicles, equipment and furnishings, and when making changes or additions to existing structures and facilities;
- Ensure notification of the availability of accommodation for employment applicants with disabilities, as well as supports for staff with disabilities.
- Provide training to Board Directors and employees regarding the ADA and the ADAA as it applies to Board-owned property, Board decisions, employee supports, and the provision of services by the organization.

Community Learning Center Visitor Policy

Policy Background

The Community Learning Center is owned and operated by the Adair County SB40 Developmental Disability Board and intended primarily for use by persons with developmental disabilities, their families, friends, and support providers. However, the public at large are welcome to participate in all programs and services of the Learning Center.

The Center is open Monday through Friday and designated Saturdays with a variety of activities scheduled each week, some at the Center and some at other locations. A monthly calendar is available free of charge which explains upcoming classes and recreational/social events along with listing times and locations for the events.

The Center's goal is to provide a safe, friendly environment where people may come to have fun, make friends, and learn skills that will carry over into their own homes, communities, and employment, enabling them to lead fulfilling lives and assume valued roles.

The Center is staffed at any given time by one to three employees who are present to coordinate activities, supervise volunteers, and assist Center visitors to participate in activities as they are able. Many community members and students also volunteer at the Center to teach classes and share their skills with Center visitors.

All employees and volunteers are required to submit to a background screening through the Missouri Family Care Safety Registry (at no charge to themselves) prior to working with visitors at the Center. Anyone interested in volunteering at the Center should notify one of the Center employees of his/her interest—we LOVE volunteers!

Assistance to and Supervision of Guests

Because the Center may often have a large number of visitors at any given time, employees and volunteers are not able to provide consistent one-to-one assistance and/or supervision to visitors. Staff and volunteers may not provide any personal care assistance with actions such as feeding, toileting, or hygiene, nor are they allowed to physically restrain or direct individuals as a behavioral support.

Therefore, anyone who requires ongoing one-to-one assistance and/or supervision due to issues including but not limited to communication barriers, behaviors, or personal care needs must bring a family member, friend or support provider to the Center with him/her in order to assure his/her comfort, safety and full participation in activities. The sufficiency of, or need for, such assistance will be left purely within the discretion of the Adair County SB40 Board and staff. SB40 employees and volunteers are unable to transport individuals.

Use Agreement

Persons are allowed to utilize the Community Learning Center at the discretion of the Adair County SB40 Developmental Disabilities Board, and the Board reserves the right to refuse use of the Center for any reasons it deems sufficient.

Actions which are deemed to be sufficient grounds for exclusion (temporary or permanent) from the Center are those which interfere with the safe and efficient use of the Center or which are dangerous or offensive to the person acting or the Center staff, volunteers and/or visitors. The following are examples of such actions, but this is not meant to be an inclusive list:

- Possessing or using alcohol or illegal drugs on the premises
- Concealing a weapon of any kind on the premises
- Smoking on CLC premises or during CLC programming
- Aggressive behaviors (threatening speech, gestures and/or touching others in a threatening manner)
- Destructive behavior (intentionally breaking, damaging or stealing property of the Center)

- Foul, obscene or offensive language
- Neglect of an individual by caretaker or guardian, such as leaving an individual at the Center for long periods of time without prior approval of Center staff, leaving an individual at the Center who requires one-on-one supports, or failing to pick up an individual at the Center within twenty minutes following a call/voice message from a Center employee stating that individual needed to be picked up
- Failure of the visitor to have sufficient support provided

Appeal Procedure

Should a Center visitor feel that he/she has been unfairly excluded from the Center, he/she may request a meeting with the Executive Director of the Adair County SB40 to discuss the situation. Should the Executive Director choose to uphold the decision to exclude, a written appeal (description of incident and reason decision was unfair) may be submitted to the Adair County SB40 Board of Directors. Any decision

Meeting Room Usage Policy

Policy Purpose

The Adair County SB40 Developmental Disability Board desires to be good stewards of the taxpayer funded resources made available through the organization. All requests for use of either the Learning Center or Office Conference Rooms will be considered in light of the mission and purpose of the organization.

Adair County SB40 allows outside uses of the agency facilities when such use by the outsider does not conflict with regular or scheduled activities of the organization. Consideration for usage is based on the following priority list:

AUTHORIZED BY THE EXECUTIVE DIRECTOR (or designee)

1. Non-profit organizations holding activities for the direct or indirect benefit of persons with developmental disabilities. (No charge.)
2. One time use by individuals or families of individuals with developmental disabilities for social purposes. (No charge.)
3. Non-profit organizations.
4. Usage by staff, management or Directors of the organization.

AUTHORIZED BY THE BOARD OF DIRECTORS

1. Other individuals or families for social use only (*does not include any activities regarding sales or in which fees are charged to attendees*).
2. For profit organizations.
3. Individuals who charge fees or attempt sales.

Adair County SB40 reserves the right to decline usage requests from any individual or group.

NOTICE: Individuals or groups who wish to rent the facility must contact the Executive Director no less than seven working days prior to the planned meeting date. All proposed renters must state their purpose for the meeting.

Fees

Rental fees will be assessed at the rate of \$25 for up to two hours of use. The minimum rental fee is \$25. Additional time beyond two hours will be pro-rated in quarter hour increments at \$3.75 per quarter hour.

Post Use Requirements

All trash and other debris associated with the meeting must be picked up and disposed of properly. Tabletops and chairs must be wiped clean prior to leaving the premises. Anyone renting the meeting room who does not follow these procedures will be assessed an additional cleanup charge of \$25. Key must be returned within 24 hours after the event.

Care and Maintenance of Organization Property

Policy Purpose

Adair County SB40 has sought to provide employees with high quality equipment and technology needed to perform their duties to the best of their abilities.

Employees are therefore expected to demonstrate responsibility and respect toward property entrusted to their use and care.

Policy Rules

- Exercise proper caution and use good judgment when using Adair County SB40 property to ensure that it is not lost, stolen, damaged or wasted. Report equipment found to be functioning improperly for repair.
- Report immediately to supervisor or management any theft or destruction of property which comes to employee's attention.
- Use any keys/key fobs issued to employee only according to Adair County SB40 policy and safeguard building security at all times.
- Deliver all keys and other property to supervisor or management before ending employment.
- DO NOT REMOVE SUPPLIES OR PROPERTY FROM SB40 PREMISES WITHOUT AUTHORIZATION AND DO NOT UTILIZE SB40 PROPERTY (INCLUDING STATIONARY, POSTAGE, SUPPLIES, COPIER, FAX MACHINE, ETC.) FOR PERSONAL USE.
- Know and follow the Adair County SB40 Computer Usage Policy

Violation of the above rules may result in disciplinary action.

Record Keeping and Retention

Purpose

The human resources (HR) department retains and destroys personnel records in accordance with Adair County SB40 ('the Agency') policies on business records retention, as well as federal and state laws governing record retention. Below is an outline of the HR department's operating procedures for personnel record retention and destruction of documents when such retention periods have passed. If the Agency's retention procedure is not of sufficient duration for any state in which the company does business, this procedure will be superseded by state requirements.

The HR department maintains both employee record information and government compliance reports. Both are subject to the following retention requirements and destruction procedures.

Maintenance of Employee Records

The following employee information records are maintained in segregated personnel files:

- 1) Pre-employment testing results and background check information.
- 2) I-9 forms.
- 3) Benefits plan and employee medical records.

- 4) Health and safety records.
- 5) General employee personnel records.

Government compliance reports are maintained in reverse chronological sequence and filed separately from the above employee information records.

Destruction of Employee and Applicant Records

All paper personnel records and confidential employee data maintained by the HR department will be destroyed by shredding after retention dates have passed; this procedure pertains to all personnel records, not just those governed by the Fair and Accurate Credit Transactions Act (FACTA).

Employment application materials submitted by applicants who were never employed are also to be shredded. When a confidential record must be discarded or destroyed, it shall be placed in a locked documents holding bin, to be destroyed by contracted confidential shredding service. Alternatively, hardcopy confidential records may be shredded using a locked shredder on the Agency premises.

In the case of remote employees, employees are discouraged from printing out or creating hard copies of confidential records where possible. If hard copies must be printed, created or kept, they should be stored in a locked cabinet, drawer or other secure location until they are no longer needed, or until the maximum retention period has ended. Remote employees must then destroy all confidential files by shredding them in a locked shredder on the Agency premises, or otherwise rendering the documents unusable or unreadable.

Personnel records include electronic as well as paper records. The HR department will work with the IT department periodically but no less than twice annually to review and ensure that the HR department's electronic records relating to employee information and compliance reports are properly purged.

Litigation Hold

When the Agency is involved in or anticipates that it may be involved in litigation, Legal Counsel may issue a litigation hold. This means that all documents relating to the litigation matter must be kept in order to preserve any potential evidence. If we fail to do so, the Agency can be sanctioned by the court for destroying evidence. A court has broad authority to impose these sanctions, which may include anything from unfavorable procedural rulings during a trial to payment of monetary damages.

In the event that Counsel announces a litigation hold on any or all Adair County SB40 records as a result of pending or anticipated litigation, all records covered by such litigation hold MUST NOT be discarded, deleted or destroyed. Further, the IT department will suspend the automatic deletion of emails for all individuals covered by the litigation hold. Any questions about the litigation should be directed to the Counsel.

Retention of Terminated Employees' Records***Record Types and Retention Periods*****Health & Benefits Records**

Health & Benefits Beneficiary Forms	Termination + 3 yrs.
Medical, Dental/Vision Plan Elections	Termination + 3 yrs.
Drug Test Results	Termination + 3 yrs.
Education Assistance Program Records	Termination + 3 yrs.
FMLA Leave Reports	Termination + 3 yrs.
USERRA Leave Records	Permanent
Toxic & Bloodborne Pathogens Records	Termination + 30 yrs.
Job Related Injuries & Illnesses Records	Termination + 5 yrs.
Reasonable Accommodation Records	Termination + 3 yrs.

Pre-Employment/Employment Documents*

Job Description	Termination + 3 yrs.
Position Requisition	Termination + 3 yrs.
Recruitment Notice/Job Ads	Termination + 3 yrs.
Employment Application/Resume	Termination + 3 yrs.
Interview Evaluation	Termination + 3 yrs.
Assessment Results	Termination + 3 yrs.
Background Check Information	Termination + 3 yrs.
References/Verifications	Termination + 3 yrs.
New-Hire Action Form	Termination + 3 yrs.
Offer Letter	Termination + 3 yrs.
Form I-9	Termination + 3 yrs.
EEO Data Form	Termination + 3 yrs.
Employee Policy Acknowledgements	Termination + 3 yrs.

Conflict of Interest Statement	Termination + 3 yrs.
Intellectual Property Ownership/Nondisclosure	Termination + 5 yrs.
Employee Change Action Documents	Termination + 3 yrs.
Disciplinary Records	Termination + 3 yrs.
Employee Development Records	Termination + 3 yrs.
Position/Pay History Records	Termination + 3 yrs.
Employee Performance Reviews	Termination + 3 yrs.
International Assignment Documents	Termination + 3 yrs.
Relocation Agreement	Termination + 3 yrs.
Resignation Letter	Termination + 3 yrs.
Termination Action Form	Termination + 3 yrs.
COBRA Election Notice	Termination + 3 yrs.
Separation Agreement	Termination + 5 yrs.
Exit Interview Form	Termination + 3 yrs.
Unemployment Claim Records	Termination + 4 yrs.
* <i>Note:</i> If an applicant is ultimately not hired, the above records should be retained for three (3) years after the no-hire decision is made.	
Payroll/Tax	
Paychecks/stubs, W-2s, W-4s	4 yrs.
Earnings Register	4 yrs.
Employee Withholding	4 yrs.
Expense Reports	3 yrs.
Federal & State Payroll Tax Forms	4 yrs.
Federal Forms 1099	4 yrs.
Time Sheets/Cards	4 yrs.

Other Payroll Records

Computer Loan Agreement	Termination + 5 yrs.
Direct Deposit Records	Termination + 4 yrs.
Garnishment Records	Termination + 4 yrs.
Final Payroll Deduction Checklist	Termination + 4 yrs.

HR Policies & Reports

HR Policies	While current + 3 yrs.
State New-Hire Reports	3 yrs.
Form 5500	6 yrs.
OSHA 300/300A	Posting date + 5 yrs.
VETS-4212 Reports	5 yrs.
Adair County SB40 Ethics Hotline Reports*	3 yrs.

* **Note:** If an Adair County SB40 ethics hotline report is related to an employee disciplinary matter or other type of record listed herein, then staff should follow the retention period for that particular type of record.

Security of Files

All files retained by the Adair County SB40 Developmental Disability Board shall be secured in locked areas to ensure the confidentiality of all individuals.

All areas containing files shall be kept locked at all times unless a staff person is physically present to ensure the confidentiality of the information contained in each of the files.

Employees must comply with the records management requirements set forth by HIPAA and Division Directive 1.060 from the Division of Developmental Disabilities.

Protected Health Information

It is the policy of the Adair County SB40 Developmental Disability Board to protect the privacy of individually identifiable health information in compliance with federal and state laws governing the use and disclosure of protected health information (PHI). To accomplish this, Adair County SB40 will uphold the following guidelines:

All PHI shall be created, stored, handled, transmitted, transported, shared, and disposed of in strict accordance with current Health Insurance Portability and Accountability Act (HIPAA) guidelines, as set forth by the U.S. Department of Health and Human Services.

All Adair County SB40 employees and office workers shall receive training and testing on HIPAA-compliant procedures and regulations within one week of beginning employment, and at least once annually thereafter. Once trained and having passed testing with a minimal score of 90%, all employees and office workers are required to know and follow procedures outlined in training.

All Adair County SB40 employees and office workers are required to report any possible breaches of PHI, or any security incidents involving computers, to their immediate supervisor as soon as the possible breach or incident is discovered. Intentionally choosing NOT to report a breach of PHI, whether committed by oneself or another person within the organization, may be grounds for termination.

- Prior to disclosing PHI to third parties, the Privacy Officer shall verify the proper release has been signed and that the individual requesting the information has the proper authority to do so.
- Adair County SB40 will document all information released.
- Adair County SB40 will ensure that the records of PHI are as accurate and complete as possible.
- Individuals are able to amend their PHI if they believe that information is incomplete or incorrect as allowed by law.
- All records will be retained for a minimum of 6 years in a filing system that protects confidentiality and provides reasonable protection from fire, water, etc.

Individuals have the right to request specific restrictions on the use or disclosure of PHI as requested in written form. In accordance with federal regulations, Adair County SB40 is not required to agree to restriction requests on the use or disclosure of PHI.

Case records should not be removed from the Adair County SB40 office except under extenuating circumstances such as when required due to court subpoena or when a service coordinator is approved for work from a secondary site. Care shall be taken that all PHI is fully protected while in transport or use outside of the office. Records transported outside of the office must be kept in approved sturdy locked containers where no person other than the service coordinator may access them at all times.

Service coordinators who work from home or another secondary work site on a regular basis must demonstrate that all due care is regularly exercised to protect PHI. A service coordination supervisor and either the Executive Director or Business Manager of Adair County SB40 shall visit each site on at least an annual basis to document full HIPAA compliance using PHI Checklist for Secondary Worksite (see Forms section).

Employees who access, receive, or transmit PHI via mobile devices are required to exercise all precautions as prescribed in the annual HIPAA training, including but not limited to: Using secure approved remote access process; using secure Internet connections; having and using password protection and encryption capability on all mobile devices; deleting PHI regularly from mobile devices.

Storage of PHI on mobile devices is strongly discouraged due to the risk of theft, loss, and/or access by third parties through other applications on the devices

Adair County SB40 shall create and maintain a HIPAA compliant Notice of Privacy Practices which shall be: provided at the first meeting of an Adair County SB40 employee with an individual, guardian of individual, or parent of minor child served by the Adair County SB40; posted on the agency website; posted near the entrance to each agency facility where PHI is used or stored; provided at the request of any individual, guardian of an individual, or parent of a minor child served by Adair County SB40; offered at least once yearly to every individual, guardian of an individual, or parent of a minor child served by Adair County SB40.

A signed proof of receipt or proof of refusal for the Notice of Privacy Practices should be obtained no less often than annually, and filed in the case record of each individual served by Adair County SB40. This signed receipt may be included in the annual ISP.

All assurances and statements found in the HIPAA compliant Notice of Privacy Practices shall be upheld by Adair County SB40 and its employees and office workers.

All organizations and businesses which meet the HIPAA definition of “business associate” shall be responsible to comply with all applicable rules of HIPAA and shall sign a contract annually with the ACSDDDB to guarantee compliance.

Emergency & Disaster Preparedness

It is the policy of Adair County SB40 to maintain an up-to-date Emergency & Disaster Plan Book detailing emergency response of the agency and its staff with regard to a variety of types of emergencies and/or disasters. This Plan Book shall be distributed to all staff annually, attached to the Policy & Procedure Handbooks (Attachment C) as well as made available in an electronic file to all employees of the organization. The Executive Director will review and update the Emergency & Disaster Plan Book as needed, but no less than annually.

The Plan Book will include the details for executing emergency drills on both scheduled and unscheduled basis no less than monthly. Emergency drills conducted will be documented by the HR Coordinator.

Incident Reporting

POLICY:

All situations, which occur and meet the requirement of a major incident, are to be documented in the form of an Incident Report. At any time, however, that staff is aware of risks or have concerns regarding safety concerns for staff and/or clients, staff are expected to inform their supervisor to allow appropriate review and examination of the concern.

Major Incident Criteria

Adair County SB40 Targeted Case Management ('TCM') staff will immediately notify Adair County SB40's Director of Service Coordination (DSC) or designee if any of the following occur:

1. Allegation of abuse or neglect to include physical, sexual verbal, neglect and/or fraud or misappropriation by any of the following: agency employee, foster parent, respite provider, member of foster family, biological family member or others.
2. Death of a client;
3. Elopement of a client or missing client.
4. Emergency medical treatment or any hospitalization of a client, this includes bodily injury: (even if used in the place of routine medical care);
5. Expulsion from school;
6. Any alleged delinquent or criminal activity of a client;
7. Any situation in which the client is a victim of alleged delinquent or criminal activity;
8. Suicide attempts;
9. Physical restraint;
10. Sexual Assault;
11. Medication errors likely to result in serious consequences;
12. Any adverse reaction to a life-threatening degree due to an administered drug to a client;
13. Disruption of Placement due to Fire, Flood, Tornado.
14. "Significant" events involving clients will be documented per DMH requirements and reported to TCM Team Lead
 - a. Significant events include: falls, bruises/marks found, contraband found, harming animals, minor injuries (requiring first aid only), lice or other infestations, physically aggressive (not causing major harm to others), property damage (not criminal), school bus suspension, school truancy, school detention, sexual behaviors between minors, theft with no legal involvement, verbally menacing or threatening.
15. Additional events involving clients to be reported as "major" incidents that will be documented per DMH requirements and reported to the Director of Service Coordination or designee include:
 - a. Biohazard accident,
 - b. communicable disease,
 - c. infection control (exposure to infectious diseases),
 - d. death caused by a client,
 - e. fire setting,
 - f. Involuntary termination of treatment,
 - g. police involvement,
 - h. possession of illicit substances or weapons,
 - i. suicidal ideation,
 - j. threats to kill others,
 - k. vehicle accidents,
 - l. victim of a crime
 - m. client rights violation

- n. Removal of a child from the home by any person or agency other than the placing agency, or attempts at such removal

16. Adair County SB40 will ensure that any employee, college intern or volunteer who knows of or suspects any physical or mental abuse or neglect, or threatened abuse or neglect of a child by any person, including another youth, will immediately report the situation **as per mandated reporting of abuse or neglect requirements.**

PROCEDURE

An Incident Report is completed for all incidents involving a client or staff member meeting the criteria above.

1. The incident report must include the date and time of the incident, the involved client's identifier (as appropriate), an objective description of the circumstances that led up to the incident, the incident itself (injury, illness, emergency, acting-out behavior, etc.), the interventions by staff and steps taken to prevent a reoccurrence of the incident. The report should be signed by all staff completing the report and by any staff identified as having witnessed the event.
2. For incidents involving TCM Clients, the Director of Service Coordination (or designee) will be responsible for reviewing and ensuring the timeliness and accuracy of incident reports, which they are written in compliance within expected standards, and are sent to the appropriate authorities, custodial agent, such as children services, and others as appropriate.
3. For incidents involving Agency staff, the Executive Director and HR Coordinator will be responsible for reviewing and investigating the incident reports.
4. Within 24 hours, a copy of the client incident reports will be mailed or faxed to the required external agency or agencies as follows:
 - a. For foster youth, the referring Child Custodial Agency.
 - b. For youth receiving mental health services, a copy of all shall be sent to the community mental health liaison and KRO (as designated).
 - c. It is expected that every effort will be made to contact the assigned caseworker prior to the routing of any written Incident Report. All Incident Reports should be reviewed by the DSC prior to sending to external agencies. Incidents will also be reviewed by designated Quality Assurance Specialist as designated.
5. The original Incident Report is filed in electronic health records ("Filebound") for clients and in HR files for staff.
6. In the event of allegations of abuse and neglect of a client, the appropriate contact with the Kirksville Regional Office will be immediately notified.
7. In the event a supervisor is reporting a client related incident for a Service Coordinator or other staff person, the supervisor is listed as the reporter AND becomes responsible that the notification, report distribution, and follow-ups are completed.
8. Unresolved incidents will require follow-up and documentation **within 14 days of the incident.** All follow up documentation will be maintained in the files.
9. All incident reports involving clients will be reviewed by the Director of Service Coordination to address completion of documentation, resolution status and logging of incidents.
10. All Major Incidents shall be reviewed by the Executive Director for feedback on appropriateness of intervention and if need for follow-up.
11. At least quarterly, SB40 will provide an analysis of written incident reports and corrective action taken, if any, within the agency's quality assurance activities.
12. A written analysis of all critical incidents shall be reviewed by leadership at least annually addressing causes, trends, action for improvement, results of performance improvement plans, education and training of employees, prevention of recurrence, and internal and external reporting requirements.

Vehicle Usage Policy

The purpose of this policy is to ensure the safe and proper use of Adair County SB40 (“Agency”) owned vehicles and/or personal vehicles driven by the employees for the purpose of conducting Agency business.

VEHICLE SAFETY

All employees driving a vehicle for Agency business **must** adhere to standard safety rules as well as all local and state laws regulating motor vehicle operation. Any employee who drives for the purpose of Agency business, and has their motor vehicle license revoked or suspended shall immediately notify the Human Resources Department and discontinue operation of any vehicle for business reasons.

MOTOR VEHICLE LICENSE

All employees who drive for the purpose of Agency business must maintain an appropriate valid driver’s license, (CDL, Operators, etc.) and drive in accordance to any restrictions attached to same license. Motor Vehicle Records will be obtained on all employees prior to employment and no less than every 12 months. A driving record that fails to meet reasonable safety criteria may result in a any of the following: Loss of the privilege of driving an Agency vehicle, discontinuance of vehicle allowance and/or further disciplinary action including termination.

ACCIDENT REPORTING

All accidents in Agency vehicles, regardless of severity, must be reported immediately in accordance to incident reporting guidelines which includes notification to Human Resources. Accidents in personal vehicles while on Agency business must follow these same accident procedures. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action. Employees operating a vehicle, and have been involved in an accident during Agency business and/or while operating an Agency vehicle are subject to post accident drug and alcohol testing.

AGENCY OWNED VEHICLES

- Agency owned vehicles should be driven for the purpose of conducting agency business.
- Agency owned vehicles are to be driven by authorized employees only. Spouses, other family members, or other non-employees are not authorized to drive company vehicles.
- Personal use should be limited and restricted to during the work day and on the way to and from work.
- Agency vehicles should not be used during non work hours without prior authorization from the Executive Director.
- Passengers are generally limited to those individuals who need to ride in the vehicle to conduct agency business, such as other employees, program participants, etc. Non-employee family members may be passengers during the above defined restricted, need based use. Employees who use the vehicle to transport non-employees (ex: child from day care) should be aware that such use indicates acceptance of any liability not covered by company insurance.
- It is the responsibility of the driver to inform Vehicle Maintenance of any vehicle maintenance needs or safety problems with the assigned vehicle.
- Drivers must report all ticket violations received during the operation of a company vehicle within 72 hours to their supervisor.
- The vehicle color, options and equipment shall not be altered, except as authorized by the Executive Director.

PERSONAL VEHICLES

- All employees driving their personal vehicle for Agency business must maintain current insurance at minimum level as determined by the State of Missouri on vehicle driven, unless otherwise stipulated by an agreement between the individual employee and the Agency.
- Maintenance of the vehicle is the sole responsibility of the employee.