

Vehicle Risk Management Standards



DRIVER SELECTION AND PERFORMANCE

Drivers insured by NonProfits' United must meet and maintain the following standards:

All potential drivers of agency-owned vehicles must submit a current DMV printout of their driving record that is no older than 30 days. NonProfits' United must approve this printout before the driver may operate an insured vehicle. To obtain temporary approval for a new driver, applicants may call the NonProfits' United office and give the driving record information over the phone.

No driver will be approved to drive agency vehicles or a personal auto on agency business who has been convicted within the past three years of any of the following two-point convictions:

- reckless driving
- possession of controlled substances
- driving with license suspended or revoked
- driving on the wrong side of the road

No driver will be approved to drive agency vehicles or a personal auto on agency business who has been convicted within the past four years of any of the following two-point or greater convictions:

- driving under the influence (D.U.I.)
- hit and run involving property damage or personal injury
- driving at a speed over 100 m.p.h.
- vehicular manslaughter with gross negligence

Or has had more than one at-fault vehicle accident* (losses in excess of \$2,500**) resulting in property damage or (losses in excess of \$1,000**) resulting in passenger handling within the past three years;

Or more than two moving citations (one-point conviction) within the past three years;

Or more than one moving citation and one at-fault property damage or passenger handling accident within the past three years.

All drivers must adhere to the licensing laws in the State of California. New residents of California must notify Department of Motor Vehicle (DMV) within 10 days of residency and obtain a California drivers license within 30 days of residency.

Drivers must be at least 21 years of age.

Drivers age 70 and older who have received a moving violation or have had an at-fault accident within the past three years must pass the Commercial Driver License (CDL) Medical Exam. The CDL Medical Exam must be completed annually thereafter for the driver to maintain approved driver status. Documentation received by the DMV must be completed by the physician and returned to DMV with copies provided to Member and NonProfits' United.

In addition to the above standards, **NonProfits' United reserves the right to exclude any driver whose driving record indicates a pattern of unsafe or irresponsible behavior within the last three years.**

** An at-fault vehicular or passenger handling accident is defined as a preventable accident that causes property damage and/or injury to the driver, the passengers, or the public.*

***The loss threshold is established so that drivers are not penalized for minor incidents.*

Employee or Volunteer Drivers of Non-Owned Autos

NonProfits' United provides non-owned auto liability coverage in **excess** of personal auto insurance. Such coverage is in effect whenever an employee or volunteer drives his or her own vehicle on agency business. Employees using their own vehicles on agency business must have valid private insurance coverage that meets California's minimum requirements. NonProfits' United provides secondary insurance for privately owned vehicles.

Members do not need to request *formal* approval for drivers who use their own vehicles. However, the preceding pool standards for drivers still apply to employees and volunteers who drive their private autos on agency business. It is the member organization's responsibility to ascertain that drivers of non-owned vehicles covered by the NPU liability policy have proper private insurance coverage for their own vehicles and that they meet the pool's Risk Management Standards with regard to past and current performance.

PROGRAM PERFORMANCE STANDARDS

The following are minimum Risk Management Standards that serve as guidelines to help members develop appropriate safety policies and procedures.

1. All covered vehicles will be operated only by NPU-approved drivers.
2. The services for which covered vehicles are used will be planned and structured to allow drivers to operate vehicles in a safe and lawful manner at all times.
3. All laws and regulations applicable to the covered vehicle and to the program for which the vehicle is used, including but not limited to such aspects as traffic, driver licensing, on-board vehicle equipment, and inspections, will be adhered to at all times.

4. All claims to NonProfits' United must be made within 10 business days of the event.
5. All program personnel who drive for the agency's program on a full or part-time basis, will be adequately trained in:
 - the organization's Safety Policies
 - the safe and competent operation of the vehicles they must use

Additionally, all program personnel who drive on a full or part-time basis will be adequately trained in all other duties they may need to perform for the program's transportation component. These duties could include, but are not limited to:

- passenger assistance
- wheelchair securement
- radio operation
- emergency road and evacuation procedures
- first aid
- cargo handling/safe lifting
- vehicle inspection

VEHICLE MAINTENANCE STANDARDS

1. All covered vehicles should be stored in a safe and secure environment to minimize the risk of vandalism or theft.
2. All covered vehicles should receive regular maintenance as recommended by the manufacturer or on the schedule mandated by state regulation or contractual obligation, whichever is more frequent.
3. All covered vehicles should be properly equipped with safety equipment as dictated by program requirements, state regulation, or contractual obligation.
4. All covered vehicles should receive regular driver inspections. Any Class B vehicle, vehicles used for commercial cargo transport, or any van used for passenger transportation should receive a comprehensive, pre-trip inspection before each use. Administrative vehicles or non-owned or hired (e.g., staff) vehicles should also receive regular inspection to ensure that tires are safely inflated, fluid levels are safe, and other aspects of the vehicle are operating properly. These inspections can take place less frequently than for each trip; NPU recommends that any covered administrative vehicle be inspected at least weekly.
5. Members are to provide total miles driven for the agency to NonProfits' United on an annual basis.

The California Department of Motor Vehicles Pull Notice Program

Members can receive regular updates on their employees' and volunteers' driving records by enrolling their drivers in the DMV's Pull Notice Program, which will automatically send to

employer's motor vehicle records from the DMV twice a year, as well as notification if a driver has an accident or receives a moving violation.

The cost of enrollment is minimal, and NonProfits' United recommends that members with more than five employees/ and volunteers who drive full or part-time enroll in the program. Applications for the Employer Pull Notice Program can be obtained several ways:

- Call the NonProfits' United office at 800-442-4742
- Write to: Department of Motor Vehicles
Employee Pull Notice Program
P.O. Box 944231
Sacramento, CA 94244-2310
- Download from the DMV website: <http://www.dmv.ca.gov/>
(search with the phrase "pull notice program")