Vehicle Safety & Driver Eligibility Requirements

To promote safe driving, Fraser defines diver eligibility and driving record requirements for job candidates, volunteers and employees. In general this policy applies to anyone who will drive a Fraser owned or leased vehicle or who will drive their own vehicle while transporting a Fraser client or another Fraser staff, or anyone who regularly drives in the course of their work for Fraser business.

Fraser or its agent obtains motor vehicle driving history reports prior to employment and periodically thereafter. In order to confirm an employee's eligibility to drive, Fraser must be able to obtain the history reports and the driving history must fall within the guidelines that follow. Fraser or its agent may obtain motor vehicle driving history reports more frequently on employees with serious or multiple driving violations. Where job responsibilities require driving a vehicle and it is determined that the applicant's or staff's unfavorable driving record causes a risk to the organization, Fraser retains the right to withdraw a job offer and/or to discipline the individual, up to and including termination, if/when any of the following driving criteria are not met:

• Maintaining a valid driver's license,
• Maintaining an acceptable driving record according to position requirements, and
• Maintaining valid auto insurance coverage.

Fraser places employees into one of four categories for diver eligibility purposes. The categories are outlined below:

1. Direct Care Driver: Fraser employees who transport clients in a Fraser vehicle or in a personal vehicle.
2. Operations Driver: Employees who drive Fraser vehicles or use heavy equipment to perform work at Fraser locations. (e.g. maintenance staff who may drive a Fraser van filled with tools and equipment or may plow snow in Fraser parking lots using a Fraser vehicle.)
3. Administrative Driver: Administrative or professional staff who drive for Fraser business purposes but do not transport clients.
4. Non-Driver: An employee who does not drive for Fraser business.

Fraser assesses individual driving records to determine if a person meets Fraser's driver safety requirements at the time of hire and on an on-going basis during employment. If an individual's driving record indicates a single violation or combination of violations within the last three years that exceeds the point value for the individual's driving category, that individual may be disqualified from meeting the position qualifications.

Questions? Contact Fraser Human Resources at 612-861-1688 or fraser@fraser.org.