

LEARNING NEVER ENDS, LLC/PUTTING ABILITIES TO WORK, LLC

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Agency Transportation

Policy: LEARNING NEVER ENDS, LLC/PUTTING ABILITIES TO WORK, LLC provides full-time direct support specialists with agency vehicles for the sole purpose of transporting consumers to and from Executive and employment programming.

Procedure:

A. Vehicle Use

1. At no time may any employee of LEARNING NEVER ENDS, LLC/PUTTING ABILITIES TO WORK, LLC obtain a company vehicle to complete personal errands without transporting consumers due to insurance liability unless he/she has obtained permission to do so from an Administrator.

B. Van Safety

1. Van Safety Checklists are to be completed by each driver daily.
2. At no time is speeding permitted in an agency vehicle by a LEARNING NEVER ENDS, LLC/PUTTING ABILITIES TO WORK, LLC employee.
3. Seatbelts must be worn by both the driver and all consumers at all times.
4. At no time are drivers permitted to utilize cell phones while operating the vehicle unless pulled over at a safe location. This includes answering calls from LEARNING NEVER ENDS, LLC/PUTTING ABILITIES TO WORK, LLC staff members or administrative staff. In the event that a driver misses a call he/she is expected to return the call as soon as possible, when he/she has come to a stop in the vehicle.
5. All drivers are expected to remain alert and ensure that they are able to see and hear clearly when operating the vehicle, remaining free of any and all distractions; this includes but is not limited to operating radios and/or cd players within the vehicle and wearing headphones.

C. Route Communication

1. All drivers are expected to call each consumer at the stop prior to arriving at their home to ensure that ample time is provided for them to prepare for morning pick up. Drivers are required to wait only 5 minutes before leaving a consumer's home to pick up the next consumer. Drivers must notify the Associate Director or Director if and/or when this occurs.
2. Upon completing their last pick up, drivers are responsible to text their morning routes to the Associate Director (unless otherwise directed) prior to arriving at the

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3. LEARNING NEVER ENDS, LLC/PUTTING ABILITIES TO WORK, LLC building each day for attendance purposes.

D. Route Documentation

1. All drivers are expected to fill out mileage sheets legibly and accurately each day upon completion of each morning and afternoon routes.
2. Each driver is expected to document his or her start time upon picking up the first consumer for the morning route. Each driver is expected to document his or her end time upon dropping off the last consumer for the afternoon route.

E. Route Arrival Times

1. No driver is permitted to arrive to the LEARNING NEVER ENDS, LLC/PUTTING ABILITIES TO WORK, LLC building with consumers prior to 8:45 a.m.
2. A driver is required to notify the Associate Director or Director if he/she anticipates arriving to the LNE building later than 9:00 a.m. and he/she must provide the Associate Director or Director with the reason for the late arrival.

F. Route Coverage

1. If an employee has requested vacation time and he/she is responsible for driving a daily transportation route, it is his/her responsibility to ensure that arrangements are made with the LEARNING NEVER ENDS, LLC/PUTTING ABILITIES TO WORK, LLC Program Coordinator, his or her immediate supervisor or Program Administrator for the vehicle and keys to be retrieved in order for the employee's route to be covered.

G. Van Maintenance

1. In the event that an employee's assigned vehicle is in need of maintenance, he/she will be responsible to complete a van maintenance request form and submit it to the LEARNING NEVER ENDS, LLC/PUTTING ABILITIES TO WORK, LLC Transportation Coordinator for maintenance scheduling.

H. Company Gas Cards

1. Employees will be expected to maintain adequate gas to perform daily transportation of consumers to and from day programming as well as to and from scheduled program activities.
2. In the event that an employee must refill his/her assigned company vehicle's gas tank he/she must sign out a company gas card from the Associate Director or Director to purchase gas.
3. The employee who has signed out a company gas card will be responsible to return the card along with the corresponding receipt for the gas purchase on the same business day when the card was signed out.

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4. Employees who fail to return the gas card and/or receipt on the same business day will be subject to disciplinary action and will have the total cost of the gas purchase deducted from his/her paycheck.
5. At no time should a driver allow his/her vehicle gas tank to go below the half mark prior to he/she requesting a company gas card.

I. Transportation Policy Violations

1. Violations of LEARNING NEVER ENDS, LLC/PUTTING ABILITIES TO WORK, LLC Transportation Policies will not be tolerated. In the event that an employee violates any of the aforementioned transportation policies, he or she will be subject to disciplinary action in the following sequence:
 - a. First Violation – In-Service
 - b. Second Violation – Verbal Warning
 - c. Third Violation – Final Warning
 - d. Fourth Violation – Termination of Employment
2. At the discretion of a LEARNING NEVER ENDS, LLC/PUTTING ABILITIES TO WORK, LLC Program Administrator, the disciplinary action sequence may be altered based upon the severity of the transportation violation.

J. Vehicle Accidents & Insurance Deductibles

1. In the event that an employee is involved in a vehicular accident while operating an agency vehicle, the employee will be required to adhere to the following steps:
 - a. Contact 911 immediately; in addition, request Emergency Medical Services in the event that any staff member/consumer has sustained an injury.
 - b. Notify a Learning Never Ends administrative staff member of the incident.
 - c. Remain on the scene of the accident to exchange and obtain insurance information with any other driver's involved (as applicable).
 - d. Complete a police report filing and obtain the report number to provide to Learning Never Ends administrative staff.
 - e. Ensure that any and all staff members/consumers have been evaluated by paramedics as needed.
 - f. Complete a written Incident Report for each consumer involved in the accident and notify parents/providers of each consumer regarding the accident.

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Ensure that photos have been taken of all damage to vehicles by the LNE Transportation Manager and/or another designated administrative staff member prior to leaving the scene of the accident.

2. Administrative personnel will complete the following additional steps following an employee vehicular accident:

- a. Notify MUI of the van accident and provide supporting documentation and information as requested by the county board of DD.
- b. Contact HR Dept. to schedule the employee to complete a drug test no later than 24 hours following the van accident and submit all results to MUI as requested.
- c. Schedule the employee to participate in Van Safety retraining with the LNE Transportation Manager and provide documentation of this retraining to MUI upon request.

3. In the event that an employee receives a citation and/or is determined to be at fault for the vehicle accident, the following will occur:

- a. MUI will open an investigation and per DODD guidelines.

4. In the event that Neglect is substantiated for an employee due to a Van Accident, LNE will adhere to the following procedures:

- a. If the employee fails to pass his/her drug test following a van accident, he/she will be discharged.
- b. If it is determined through the MUI investigation that the employee has demonstrated wreck less driving, the employee will be discharged.
- c. If, per MUI recommendations the employee must be discharged, LNE will adhere to all recommended guidelines.
- d. If MUI does not deem the employee to have been wreck less, and the employee successfully completes his/her drug test, the following corrective action procedures will be followed:

1. First Van Accident – Deductible -\$500; Written Warning
2. Second Van Accident -Deductible-\$500; Termination

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- e. Payment arrangements may be made with Learning Never Ends for funds to be withdrawn weekly from the employee’s paycheck in the event that he/she is unable to pay the entire deductible in full at one time.
- f. Corrective action measures for all other instances of Neglect when substantiated for an employee can be referenced in Section 8.0-Corrective Action Principles within this Employee Handbook.

K. GPS Vehicle Tracking

1. LEARNING NEVER ENDS, LLC/PUTTING ABILITIES TO WORK, LLC maintains the right to monitor the provision of transportation services to its consumers by way of GPS monitoring for driving speed and location of vehicles.
2. LEARNING NEVER ENDS, LLC/PUTTING ABILITIES TO WORK, LLC discloses the installation of GPS vehicle tracking devices to each employee upon hire.
3. At any time, an employee may be subject to disciplinary action based upon evidence of transportation violations provided by the GPS tracking device.

I _____, acknowledge that I have received a copy of the LEARNING NEVER ENDS, LLC/PUTTING ABILITIES TO WORK, LLC Transportation Policies.

Employee Signature _____ Date _____