



PAWS4EVER

PAWS4EVER EMPLOYEE & VOLUNTEER DRIVER POLICY

The purpose of this policy is to provide guidance to individuals who drive a Paws4ever company vehicle or personal vehicles for Paws4ever business purposes. Company business is defined as driving for the purpose of Paws4ever needs or activities (ie. transporting animals to the veterinarian, from other shelters or to Paws4ever-related events, picking up supply donations, etc.). It **does not** include commuting to and from Paws4ever. Vehicle accidents are not only costly to our organization, but they may result in injury to you, other people or our pets. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

Driver Criteria & Administration

Employees must be at least 18 years of age and must have a valid driver's license to be able to operate a company vehicle, or if operating a personal vehicle on company business, must have a valid driver's license and current auto insurance.

Volunteers must be at least 25 years of age and must have a valid driver's license to operate a company vehicle. Volunteers younger than 25 years of age may conduct company business using their personal vehicle if they have a valid driver's license and current auto insurance.

Employees and volunteers are expected to drive in a safe and responsible manner and to maintain a good driving record. Personal driver information from Page 3 may be submitted to Paws4ever's auto insurance carrier for review. The auto insurance carrier and/or the Executive Director may review records, including accidents, moving violations, etc. to determine if an employee's driving record indicates a pattern of unsafe or irresponsible driving, and to make a recommendation for suspension or revocation of driving privileges.

Driver Guidelines and Reporting Requirements

1. Paws4ever vehicles are to be driven by authorized employees and volunteers only, except in the case of repair testing by a mechanic.
2. Paws4ever vehicles are to be used for company business only.
3. Any employee or volunteer authorized to drive a company vehicle or personal vehicle on behalf of Paws4ever who has their driver's license revoked or suspended shall notify their supervisor or the Executive Director (919-241-8438 Ext. 101) by 9AM the next business day, and immediately discontinue operation of any company vehicle. Failure to do so may result in disciplinary action, including termination of employment or volunteer position.
4. Drivers must report all ticket violations received during the operation of a company vehicle, or while driving a personal vehicle on company business within 72 hours to their supervisor/the Volunteer Manager and/or Executive Director.
5. All accidents while driving for company purposes, regardless of severity of the accident and whether a company or personal vehicle was used, must be reported to the Executive Director immediately (from the scene, during the same day, or as soon as practicable if immediate or same day reporting is not possible). Accidents involving personal injury to employees must be reported to the Executive Director for Worker's Compensation purposes. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, up to and including termination of employment or volunteer position. Please follow instructions on page 2 for reporting an accident

Driver Safety Rules



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1. All state and local laws must be obeyed.
2. Driving on company business and/or driving a company vehicle while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden and is sufficient cause for discipline, up to and including termination of employment or volunteer position.
3. Texting and using your phone for anything other than phone calls and directions is prohibited while driving. Talking on the phone while driving should be kept to a minimum. Whenever possible, drivers should complete calls while the vehicle is parked and/or use the phone in a "hands free" mode.
4. No driver shall operate a company vehicle or a personal vehicle for company business when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
5. All drivers and passengers operating or riding in a company vehicle or a personal vehicle for company business must wear seat belts.
6. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.
7. Head lights shall be used when dark outside as well as 2 hours before sunset and until 2 hours after sunrise, or during inclement weather or at any time when a distance of 500 feet ahead of the vehicle cannot be clearly seen.
8. Inform the Adoption Center Manager if the gas tank for the company vehicle is at or below $\frac{1}{4}$ tank.

Animal Safety Rules

1. Drive smoothly and brake gently, as crates and animals may shift while driving.
2. If driving the Paws4ever company vehicle, animals must be safely secured in a crate. If driving a personal vehicle for company business, dogs should either be secured in a crate or the dog's leash should be attached to the dog's harness and secured to a sturdy point in the vehicle. Cats must always be transported in a crate.
3. When transporting more than one animal, all animals must be in crates and crates should be covered with a blanket.
4. Paws4ever dogs are not permitted to stick any part of their body outside of a car window.
5. Paws4ever animals are not permitted to ride in the bed of a truck.
6. Paws4ever animals should not be left unattended in a vehicle at any time.

Steps to take if you get into an accident while on company business:

- Call for medical aid if necessary.
- Call the police. All accidents, regardless of severity, must be reported to the police. If the driver cannot get to a phone, he/she should write a note giving location to another motorist and ask him/her to notify the police.
- Immediately report the accident to the Executive Director (919-241-8428 Ext. 101) or your supervisor/the Volunteer Manager. **If you are driving a company vehicle, complete the Accident Reporting Form located in the glovebox or retrieve the document from your supervisor/the Volunteer Manager or the Executive Director. This form must be completed within 24 hours of the accident and submitted to your supervisor/the Volunteer Manager and the Executive Director (director@paws4ever.org).**
- Record names and contact info of any drivers, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene, if applicable. Record insurance information on the other vehicles involved in the accident.
- Provide the other party with your name, address, driver's license number, and insurance information (for Paws4ever vehicle, this is located in the glovebox).



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While driving a vehicle on behalf of Paws4ever, I understand that the safety of myself, other passengers, and any animals I transport is very important. I agree to:

1. Comply with Paws4ever's policies and procedures and any directions provided by my supervisor and/or the Volunteer Manager
2. Provide evidence of current status as a licensed driver and insurance information shown below:

Your Full Name (as it appears on driver's license): _____

Driver License Number: _____ Date of Birth: _____

State of Issue: _____ License Expiration Date: _____

Personal Auto Insurance Company Name: _____

Personal Auto Insurance Policy #: _____

Please mark your age range: ☐ 16-17 years of age ☐ 18-24 years of age ☐ over 25 years of age

3. Notify my supervisor/the Volunteer Manager if my insurance changes.

3. Volunteers only: I understand that my personal auto insurance will be activated for any accidents that involve my vehicle while I am driving as a volunteer for Paws4ever.

Driver Signature: _____

Date: _____