

Personal Care Attendant (PCA)

Driving Policy and Agreement

Purpose:

To remind Personal Care Attendants (PCA) of the importance of following safe driving practices to ensure personal safety, public safety, and the safety of the Veterans we serve. These guidelines are also outlined in the Personal Care Attendant Program Manual.

Policy:

PCAs who are required to drive to perform their job duties must possess a current, valid driver's license in compliance with state law. PCAs are required to comply with all local, state, and federal laws regarding vehicle operation, and maintain vehicle liability/property damage insurance as required by state law. This agreement will be signed and returned to VDC Staff upon hire and annually.

Guidelines:

1. PCA is required to follow defensive driving principles, laws, and regulations.
2. PCA is to minimize distractions while driving i.e. cell phone use, text messaging, reading maps, etc. PCAs must pull over to a safe location, come to a complete stop, and put the vehicle in park before performing those tasks.
3. PCA shall not operate a vehicle when their ability to do so safely has been impaired by illness, fatigue, or injury.
4. PCA shall not operate a vehicle when under the influence of any intoxicant, controlled substance, or drug (except as prescribed by a licensed physician).
5. PCA shall not operate a vehicle when under the influence of a legally prescribed substance that may impair the ability to safely and/or efficiently drive and/or perform position duties. If a PCA is prescribed a substance that may impair the ability to safely and/or efficiently drive and/or perform position duties, it is the PCA's responsibility to immediately inform his/her supervisor.
6. PCAs that transport clients as part of their duties are required to evaluate the condition of their vehicle as fit for service. Vehicles must be one of the private passenger types whenever transporting clients. Vehicles should have safety restraints, properly inflated tires, fully functional head and taillights and directional signals, clean windows, and no visual obstructions that would block driver or passenger view. Drivers and passengers are required to use seat belts.
7. PCAs who suffer a loss of driving privileges or issuance of a probational driver's license must notify their employer immediately regardless of whether the loss of driving privileges occurred in the workplace or on the employee's personal time. This requirement applies to PCAs that have driving responsibilities as part of their job.

8. On an annual basis, employees that have driving responsibilities as part of their job must complete a written acknowledgment verifying that they maintain current, valid licensure and required insurance coverage.

My signature below indicates that I understand the guidelines outlined in the Driving Policy and that I possess a current, valid driver's license in compliance with state law; comply with all local, state, and federal laws regarding vehicle operation, and maintain vehicle liability/property damage insurance as required by state law.

Name (print): _____

Signature: _____

Date: _____