

## **Employee Driving Requirements Policy & Procedures**

Created: December 27, 2007  
Revised:

### **POLICY**

All Comfort Keepers employees must qualify as eligible drivers as defined by Comfort Keepers' insurance company's requirements and remain qualified throughout their employment. The requirements are:

- Must have a valid drivers license in their state of residence.
- Have auto liability coverage with at least state minimum automobile liability limits.
- Be at least 21 years old
- Be no older than 70 years old
- Have less than 4 driving violations within the last 3 years.
- Have no Major Driving Violations (see below) within the last 3 years
- Have no SR-21 or SR-22

#### Major Driving Violations

1. Driving under the influence of alcohol or drugs
2. Driving while impaired
3. Failure to stop and report an accident (hit and run)
4. Homicide, manslaughter, or assault arising from the operation of a motor vehicle
5. Driving while license is suspended or revoked
6. Possession of an open container of an alcoholic beverage while driving
7. Reckless driving
8. Speed contest, drag or highway racing
9. Attempting to elude a police officer
10. Aggravated assault with a motor vehicle
11. Using a vehicle without the owner's permission
12. Allowing an unlicensed driver to use vehicle
13. Fraudulent use of a drivers license
14. False reports to any law enforcement officials
15. Any violations for a stopped school bus