

## **POLICY MANUAL**

### **HUMAN RESOURCES POLICIES**

#### **DRIVER QUALIFICATIONS POLICY**

Each MLC employee who drives an MLC-provided (owned or leased) vehicle in the course of employment must –

- Be at least 21 years old;
- Have passed a drug test within the twelve months immediately preceding the assignment;
- Consent that the MLC may monitor his or her driving record;
- Keep a copy of his or her current, valid driver license and proof of insurance on file at the MLC Human Resources office; and,
- Must comply with all laws, ordinances, and other rules of the road governing the operation of a motor vehicle within the state and city where the vehicle is being operated; and,
- If involved in a vehicle accident while driving the vehicle, must immediately contact the Vice President of Human Resources at (601-500-0671); and,
- Must limit personal use to normal commuting to and from work;
- Must not allow the vehicle to be driven by any person not approved by MLC to drive that vehicle;
- Must allow as passengers only MLC employees and vendors.

In addition, any employee assigned to operate a commercial motor vehicle in interstate commerce, subject to DOT rules, must:

- Have a valid commercial driver's license;
- Pass a DOT physical;
- Pass the MLC's driving test.
- Pass the MLC's written driving test.
- Pass the required DOT drug test.

Procedures to follow in case of accident:

- Stop immediately;
- Take precautions to prevent further accidents;
- Render reasonable assistance to injured persons;
- Report the accident to appropriate Law Enforcement and to Human Resources;
- Exchange names, addresses, and license information;
- Do not claim or deny responsibility at the scene of the accident.

Get as much information as possible including:

- Statements from witnesses and their address, phone numbers, etc.;
- Find out who the property owner is (in case of property damages);
- Get the other vehicle license plate number, driver's name and driver's license number;
- Find out by whom the other vehicle is insured;
- Provide HR with any police or insurance reports.

An employee's personal auto insurance will be considered the primary coverage in the event that an employee has a vehicle accident while driving his or her vehicle while on MLC business.

Whether driving a personal vehicle or an MLC-provided vehicle while on Company business, the employee will be responsible for all parking expenses (which may be reimbursed, if proper application is made and approved) and for all traffic tickets and associated fees, fines and other punishments (none of which will be reimbursed).

All mobile devices must be in "do not disturb while driving mode." MLC prohibits texting and emailing while driving. If voice calls must be made while driving, a "hands free" device or system must be used.