

## *Brattleboro Area Hospice (BAH) Volunteer Driving Policy*

### *I. Volunteer Screening*

A verification of a current driver's license and review of driving history/record is part of the application process for all volunteers. This will be conducted prior to the start of volunteer service. Volunteer service will begin upon successful verification and review. An acceptable driving record includes ALL of the following criteria:

- No more than three moving violations in one year.
- No more than one chargeable accident in the past 36 months.
- No major convictions (driving under the influence of alcohol or drugs) within the past seven years.
- No license suspensions or revocations within the past seven years.
- Verification includes:
  - Photocopy of a current, valid driver's license.
  - Evidence of current auto liability insurance that meets BAH's minimum requirements, which are:
    - Bodily Injury Liability \$100,000 per person/\$300,000 per occurrence
    - Property Damage \$100,000 per occurrence
    - Uninsured/Underinsured Motorist \$100,000 per person/\$300,000 per occurrence

For all volunteer positions in which driving is an essential function, it is necessary to maintain a satisfactory driving record (same criteria as above). BAH considers driving for volunteer-related activities to be when a volunteer is en route to their volunteer assignment. For example, driving to destinations for personal reasons before driving to a volunteer assignment is excluded; however, driving to the volunteer assignment *IS* included. Additionally, volunteers must follow these guidelines:

- Patient transportation is permitted as long as there is express permission from the Volunteer Coordinator
- Transporting minors is only allowed when there is written permission from a parent/guardian.

### *II. Training and Protocols*

The following protocols are to ensure that individuals who drive while volunteering for BAH do so in a safe manner. Compliance with them is required and they include:

- Participating in an annual driver orientation/awareness program. BAH uses an online resource provided by Glatfelter Insurance Group so that this may be completed any time from a volunteer's office or home (if from home, record hours for work). To watch the training video, click this link and enter the password brattleborovolunteerhospice: <https://vimeo.com/353455237>

- Additionally, if a volunteer acquires a major driving violation, they MUST report it to their immediate supervisor, who will then inform the Executive Director. If a supervisor becomes aware of a major driving violation that was NOT self-reported, they will contact the volunteers to learn more and determine appropriate action. These procedures are in place to ensure that all volunteers who drive for work-related reasons do so with current knowledge and understanding of safety.

### *III. Exclusions*

Employees and volunteers who do not drive for work and/or who would like to be excluded from these protocols have the opportunity to complete a *Release from BAH Driving Protocols* form.

*If a volunteer transports clients, they may not be excluded and must carry auto insurance liability that meets the BAH minimum standards outlined in Section I.*

*If a volunteer does not transport clients, they may drive while serving BAH and/or its clients if their insurance liability meets the State of VT's minimum standards (below). You must sign a *Release from Transporting Clients* form.*

#### *Minimum VT Auto Insurance Liability Standards:*

Vermont requires drivers to carry [liability insurance](#) with the following minimums:

- \$25,000 for injury/death to one person per accident
- \$50,000 for injury/death to more than one person per accident
- \$10,000 for damage to property per accident
- In addition to these minimums, Vermont also requires drivers to carry uninsured/underinsured motorist coverage with minimum limits of \$50,000 for one person and \$100,000 for two or more people for bodily injury coverage.