

USE OF RAILS VEHICLES

RAILS vehicles should be used for RAILS business only.

The use of RAILS vehicles for business purposes must follow the procedures established for scheduling and using RAILS vehicles. Use of RAILS vehicles for RAILS-related business is not required but encouraged.

Driver Qualifications

Employees may operate a RAILS-owned vehicle only if they:

- Are acting at the direction and with the explicit permission of RAILS,
- Are aged 21 or older,
- Hold a valid license for the class of vehicle in question, and
- Are otherwise qualified under federal and state regulations to drive the vehicle in question.

Disqualifying Driving Records

Employees whose essential job functions include driving RAILS-owned vehicles are subject to a Department of Motor Vehicles background check prior to beginning employment and annually, thereafter. RAILS reserves the right to run a motor vehicle report (MVR) on employees whose essential job functions don't include driving a RAILS vehicle but have use of a RAILS vehicle while performing work on behalf of RAILS. Employees cannot operate RAILS-owned vehicles if their MVR report score is 12 or above. A score of 9.0 to 11.9 is considered to be marginal and will be a factor considered in a hiring decision, particularly for those whose position entails considerable driving of RAILS vehicles. RAILS expects the employee to notify their immediate supervisor (self-report) if they have a disqualifying driving record and to not operate a RAILS vehicle.

Commented [SD1]: In the event an employee violates this section of the policy, they should be subject to disciplinary action. The disciplinary section does not cover this specifically.

Commented [MH2]: As mentioned above utilizing a RAILS vehicle should be their first option.

Commented [SS3]: I'm curious if this section should mention the driving record check discussed below?