

Superior Home Care, Inc. 10597 165th Street West, Lakeville, MN 55044

Phone: 952-898-4911 Fax: 952-898-3088 www.superiorhomecare.org

**Vehicle Use Policy**

This policy applies to personally owned vehicles driven by employees on behalf of Superior Home Care, Inc.

The following policy has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and Superior Home Care, Inc.

* All drivers must have a valid driver’s license.
* Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accident or violations. Should your record fall into our insurance carrier’s guidelines of an ‘unacceptable driver’, your driving privilege will be revoked immediately.
* Human Resources must be notified of any change in your license status or driving record.

When operating your own vehicle for Superior Home Care, Inc. business:

* Your Personal Auto Liability insurance is the primary payer. Superior Home Care, Inc.’s insurance is in excess of your coverage.
* You should carry at least $300,000 per occurrence for bodily injury liability coverage. Evidence of insurance coverage is to be provided to Superior Home Care, Inc. each year, by a copy of your policy’s Declaration page of a Certificate of Insurance.
* Superior Home Care, Inc. is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.
* Report your mileage to the client you are transporting for milage reimbursement.

In the event of an accident:

* Take necessary steps to protect the lives of yourself and others.
* Comply with police instructions.
* Do not assume or admit fault. Others will determine liability ad negligence after thorough investigation.
* Report the accident to Superior Home Care, Inc. within 24 hours.

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Employee Signature Date

🞏 **I will not be driving my client.**