



Vehicle Use Policy

1. SCOPE

- 1.1. System Wide

2. DEFINITIONS & EXPLANATIONS OF TERMS

- 2.1. Clinic vehicle means a vehicle owned, rented, or leased under a long term contract by Marshfield Clinic Health System, Inc., Marshfield Clinic, Inc., Family Health Center of Marshfield, Inc., Security Health Plan of Wisconsin, Inc., MCIS, Inc., or Marshfield Food Safety, LLC.
- 2.2. Personal vehicle means a vehicle owned, rented, or leased under a long term contract by an employee of Marshfield Clinic Health System, Marshfield Clinic, Inc., Family Health Center of Marshfield, Inc., MCIS, Inc., or Marshfield Food Safety, LLC and is not a Clinic vehicle as defined. Motorcycles, snowmobiles, all-terrain vehicles, recreational vehicles, and similar type of vehicles are not considered personal vehicles for the purpose of this policy and should not be used on Clinic business.
- 2.3. Regular driver means any of the following:
 - Physicians and staff whose essential job duties require operating a motor vehicle on Clinic business or,
 - Physicians and staff assigned a specific Clinic vehicle for use in his or her job.
- 2.4. A significant history of accidents and/or moving violations is defined as:
 - A major violation in the past three years. Major violations include but are not limited to a conviction involving:
 - ◇ Driving while under the influence of alcohol or drugs including refusal to submit to a test required by an implied consent law,
 - ◇ Any felony, homicide, or manslaughter involving the use of a motor vehicle,
 - ◇ Leaving the scene of an accident, or
 - ◇ Any license suspension including suspension for failure to provide proof of financial responsibility.
 - Any combination of three or more conviction of a moving violation (other than a major violation) and/or at fault accident within the most recent three year period.

3. POLICY BODY

Marshfield Clinic Health System, Inc. and its affiliated entities (MCHS) expect that any person operating a vehicle on behalf of the MCHS shall do so in a safe and responsible manner;

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promoting safe driving practices and reducing injury to persons or property. This policy establishes minimum standards for drivers operating a vehicle on MCHS business in furtherance of these goals.

- 3.1. Clinic vehicles are for use on MCHS business only and shall not be driven for other purposes.
- 3.2. Any person operating any vehicle on MCHS business shall have a valid driver's license.
- 3.3. All regular drivers who are newly hired or new to a position shall have a driving record without a significant history of accidents and/or convictions of moving violations as defined in this policy.
- 3.4. The driving records of regular drivers shall be checked annually. Regular drivers who develop a significant history of at fault accidents and/or convictions of moving violations as defined in this policy are subject to disciplinary action up to and including, suspension of driving privileges, elimination of driving privileges or termination of employment.
- 3.5. Anyone operating a vehicle requiring a special license or permit shall have the appropriate license or permit before operating such a vehicle.
- 3.6. Any operation of a vehicle on MCHS business is subject to all license restrictions and the scope of operation shall not exceed any such restriction.
- 3.7. The use of controlled substances or alcohol prior to or while operating a vehicle is strictly prohibited. Be aware of possible adverse effects of prescription or over the counter medication. Refer to MCHS policy on Substance Abuse.
- 3.8. Physicians and staff are responsible for the safe operation of Clinic vehicles or personal vehicles used on MCHS business. Safe operation includes but is not limited to the following:
 - a. All traffic laws, rules, or regulations shall be obeyed.
 - b. Seatbelts shall be worn at all times by all occupants of a vehicle. It is the responsibility of the driver to ensure all passengers wear seatbelts.
 - c. The use of cell phones while operating a vehicle is prohibited where federal, state, or local laws, rules, or regulations prohibit the use of cell phones while driving. Where federal, state, or local laws, rules, or regulations do not prohibit the use of cell phones while driving, the use of a cell phone is a distraction and use is strongly discouraged. Driver should safely pull off the road if it is necessary to place or accept a phone call.
 - d. Texting, emailing or similar use of a cell phone or portable electronic device while operating a vehicle is prohibited.
 - e. Maintain safe distance when following another vehicle.
 - f. Be aware of changing weather and road conditions and adjust driving behavior as condition warrant. Plan routes so that well maintained state and county roads are used and consider delaying or postponing trips unless absolutely necessary.
 - g. Drive defensively.

- h. Avoid aggressive driving behaviors.
- 3.9. Any citation for a moving or non-moving violation of motor vehicle laws is the responsibility of the individual receiving the ticket.
- 3.10. Failure to adhere to this policy may result in suspension of driving privileges and/or other disciplinary action up to and including the termination of employment. However, this policy is not intended to affect the Clinic's general policy of employment at will.

4. DOCUMENT HISTORY

Version No.	Revision Description
1.0	New Document
2.0	[This is where revision changes are listed. List format, no bullets or numbers.] Updated to include new linked documents created Added paragraph on archiving (paragraph 3.4)
3.0	

5. DOCUMENT PROPERTIES

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