

AUTOMOBILE SUPPLEMENT QUESTIONNAIRE

Applicants Name: _____ **Date:** _____

Authorized Driver Screening

	Full-time Employees	Part-time Employees	Volunteers
1. How many of the following are Authorized to drive your organization's vehicle(s) (owned or leased)?			
2. How many of the following are Authorized to drive their own vehicle for your organization's business?			
		Yes	No
3. Do you formally obtain and review motor vehicle records (MVR's) for all authorized drivers at hire and annually thereafter?			
4. Do you prohibit employees and volunteers from driving on your behalf if their MVR indicates any of the following: a) More than 2 moving violations and/or accidents within a 3 year period b) Reckless driving; DUI or any felony driving conviction within a 5 year period. If the answer above is no, what is your MVR screening/assessment policy?			
5. How many employees or volunteers started to drive for your organization less than 1 year ago? _			
6. Do you obtain proof of insurance from employees/volunteers that operate their own vehicles for organization business? a) What minimum insurance limits are required? b) Are these records updated annually and kept on file? c) How many total miles are driven annually? d) Do employees or volunteers transport clients in their own vehicles?			

Driver Safety

	Yes	No
7. Do you have a formal written driver safety policy? Is this policy reviewed and signed by all employee/volunteer drivers?		
8. Do you have a formal policy restricting the use of handheld electronic devices while operating a vehicle (owned or non-owned) for your organization's business?		
9. Do you have a formal policy restricting personal use of any organization vehicles?		
10. Are all authorized drivers required to participate in: a) Initial new hire driver training? b) Vehicle specific operator training? c) Annual driver safety training?		

Vehicle Usage

11. Is organization vehicle actively used for:		Never	Rarely	Frequently
a) Home visitation?				
b) Transportation for other agencies?				
c) Transportation on regularly defined routes?				
d) Errands?				
12. How often do volunteers perform duties in 11 a-d above?				
13. Are personal vehicles used for any reasons in 11 a-d above? If yes, describe usage:		Yes		No
14. Are clients allowed to drive organization vehicles?		Yes		No
15. Average number of trips each vehicle type makes	Cars	1-8 Pass vans	9-20 Pass Vans	20+ Pass Busses
	Each Day			
	Each Night			
	Average annual miles each vehicle is driven			

Accident Response

		Yes	No
16.	Is there a written Accident Investigation Policy?		
17.	Are authorized drivers trained in accident response and reporting?		
18.	Are driver accidents reviewed to determine preventability?		

Vehicle Maintenance

		Yes	No
19.	Is there a formal documented vehicle inspection program? a) How often are vehicles inspected and what does the inspection entail?		
20.	Are vehicles taken out of service if repairs are needed?		
21.	Are major maintenance and repairs performed by a certified mechanic?		
22.	Are any vehicles equipped with special apparatus such as wheel chair lifts? If Yes: a) Is special training for the use of this apparatus provided? b) Do you allow only trained "authorized" individuals to operate vehicles with lifts? c) Are these vehicles equipped with tie-down belts to secure wheelchairs?		



15 Passenger Vans

		Yes	No
23.	How many 15 passenger vans do you operate? a) Number manufactured prior to 2008: 1. Is there a plan to move these vans from service? 2. What is that plan? b) Number manufactured in 2008 or newer:		
24.	Is there a formalized 15 passenger van driver training program in place that requires all 15 passenger van drivers to receive training that includes- a) Passenger seating order; i.e. front seats first (ahead of rear-axel)? b) Cargo should be stored low to the floor, never on top of the vans, and never tow trailers? c) Never allowing more than 14 passengers to ride in a 15-passenger van? d) Daily documented tire pressure and condition inspections?		

Donated Vehicles

25. On average, how many donated vehicles are received by you annually?
