



Drivers of YKHC Vehicles or Vehicles that YKHC rents for an Employee who's on YKHC Travel/Business are required to sign up for the YKHC Vehicle Insurance prior to driving. (GSA Vehicle Drivers are excluded from signing up for YKHC Insurance but must still adhere to the following Guidelines)

Drivers of YKHC Vehicles are required to:

- Possess a valid Driver's License.
- Obey all Traffic Laws.
- Report accidents immediately to their supervisor. (call police, exchange information with other driver)
- All Employees riding in a YKHC Vehicle must have/wear a seatbelt.
- Return all YKHC Vehicles to the YKHC Campus at the end of the day and return the keys.

When not in use, YKHC Vehicles must be:

- Locked.
- Parked in a well-lit visible area and if possible an area that is under Video Surveillance (like the front parking lot of CHSB).
- All tools, electronic equipment or valuables should not be visible or they should be removed from vehicle.

The following are not allowed in YKHC Vehicles:

- Cell Phone use while driving.
- Smoking or Tobacco use, of any kind.
- Firearms.
- Drugs or Alcohol.
- Friends or Family members (Site Visitors are allowed).
- Pets.
- Employees are not allowed to ride in the back of YKHC trucks.

YKHC Vehicles taken home at night:

- Employee must be on call and requires a Supervisor's permission.
- No family/friends are allowed to ride or drive a YKHC vehicle.
- Employees are not allowed to drive after consuming alcohol or drugs.
- Vehicle must be locked when not in use.
- No personal use of YKHC Vehicles after normal business hours (hauling personal boats/trailers, shopping, going to a restaurant, driving children to school or activities, going on the Ice Road, etc).

These Guidelines are pursuant to YKHC's Vehicle Use Policy. Drivers found in violation of these guidelines will receive a written warning on the first offence. A second violation will result in a one-year suspension of driving privileges in a YKHC vehicle.

I have read the above YKHC Vehicle Guidelines and agree to follow them:

Signature

Department

Date

Printed Name

Badge Number

Please sign and return to Risk Management, Linda_Weisweaver@YKHC.org.