



Waterford Lakes Vehicle Policy
Approved by the WLCA Board of Directors on 6/22/2015

Overview

As a licensed and authorized driver of a Waterford Lakes Community Association vehicle, you have been given certain privileges. You assume the duty of obeying all motor vehicle laws, maintaining the vehicle(s) properly at all times and, otherwise, follow the policies and procedures established and outlined by the Waterford Lakes Community Association and its Board of Directors.

Because of the nature of work performed by Waterford Lakes Community Association, it is imperative that safety of the association's employees, its residents and visitors is always on our minds. It is also important that the vehicles owned by the association are maintained properly and in good working order. The association's work is driven by the assessments the members pay to the association and it is the responsibility of the association to be good stewards of its funds and keep liabilities to a minimum. An accident or poorly maintained vehicles can affect the bottom line of the organization and may affect the lives of those involved in an accident.

The primary and essential purpose of our Vehicle Policy is to keep Waterford Lakes Community Association employees, residents and visitors from painful and disabling injuries. A vehicle accident is an extremely violent event that we would all like to avoid. Collisions often result in death and disabling injuries that can change a person's life forever. Even if you escape unharmed, you may be responsible for serious injury to other people and horrible consequences to their families.

Each driver of an association vehicle is responsible to operate vehicles safely and will be held accountable for their performance. Driving performance will be considered in each employee's performance evaluation and may impact the employee's salary and other incentives. The Vehicle Policy not only assists in minimizing possible injuries, it will also help the association avoid:

1. Damage to our vehicles and vehicles and property of others.
2. Claims made to our insurance company.
3. Disruption of our schedules and services needed to operate the community effectively and efficiently.
4. Damage to Waterford Lakes Community Association's reputation and business ethics.

cb9a8d65641a42719166493568ff7918.Waterford Lakes Vehicle Policy-052615_1A108E6215

The Waterford Lakes Community Association expects all employees to maintain a high standard of safe vehicle operation despite the actions of other drivers and the varying conditions that may be experienced every day on the roads, sidewalks and common areas of the association. The goal is to prevent vehicle accidents. The human, legal and financial costs of a single collision make this a common sense practice.

Vehicle Purpose

Waterford Lakes Community Association vehicles are provided to support the business activities of the association and are to be used only by qualified and authorized employees. Vehicles are not to be considered a part of an employee's compensation and must not be used as an inducement for employment or as an incentive for participation on the association's Board of Directors, committee appointments or other activities. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their care and cost efficient use.

Personal Use of Association Vehicles

The Waterford Lakes Community Association owns and insures a number of vehicles to assist employees in performing the needed tasks required of the association. These vehicles include full size pickup trucks as well as small, off road vehicles such as John Deer Gators. Employees are not allowed to use those vehicles for personal use.

Vehicles may not be loaned to homeowners, friends, neighbors, relatives or anyone else and will be in direct violation of the Waterford Lakes Community Association's Vehicle Policy. Doing so will result in the employee's immediate dismissal from employment.

Drivers Licensing

Waterford Lakes employees and anyone authorized to drive an Association's vehicle must have a valid State of Florida driver's license and/or the certification required for the class of vehicle being operated and must be able to safely operate a vehicle. Obtaining a driver's license and/or certification is a personal expense and will not be reimbursed by the Waterford Lakes Community Association. This applies to all rental vehicles as well such as larger trucks for hauling or work equipment such as front end loaders, bulldozers, tractors or other vehicles needed to support the work of the association should the need arise.

Driver Qualifications

Driver qualifications are as follows:

1. Authorized employee of the association.
2. Must be at least 18 years of age.
3. Have at least one year of experience in the class of vehicle operated.
4. Must meet licensing requirements.

You will not qualify to operate an association vehicle if you have:

1. Been convicted of a felony in the last 5 years
2. Been convicted of sale, handling or the use of drugs in the last 5 years.
3. Had auto insurance cancelled, declined or not renewed by any company in the last 12 months.
4. Been convicted of an alcohol or drug related offense while driving in the last 5 years.
5. Have had a driver's license revoked or suspended in the last 3 years.
6. Been convicted of three or more speeding violations or one or more other serious violations in the last 3 years.
7. Been involved in three or more chargeable accidents in the last three years.
8. Any reason as deemed by the Associations Insurance Carrier who will make the determination.

Review of Motor Vehicle Records

It is the policy of the Waterford Lakes Community Association to provide a copy of a potential authorized user of an association vehicle driver's license to its insurance servicer to review and request a State Motor Vehicle Record (MVR) to be used as the source of verifying driver history. MVR's may be obtained and reviewed at least annually on employees. The association's insurance company requires that we provide them with the driver's license number and date of birth for anyone who may drive an association vehicle. An employee's driving privilege will be withdrawn or suspended should any authorized driver not meet the requirements. In addition, appropriate disciplinary action may be taken, up to and including termination of employment.

PLEASE READ, DATE AND SIGN ATTACHED "MOTOR VEHICLE RECORD AUTHORIZATION".

Maintenance

Authorized drivers are required to properly maintain company vehicles at all times. Vehicles should not be operated with any defect that would inhibit safe operation during current and foreseeable weather and lighting conditions. Preventative maintenance such as, but not limited to regular oil changes, lubrication, tire pressure, tire replacement, brake pad & rotor replacement and fluid checks determine to a large extent whether you will have a reliable, safe vehicle to drive and support work activities. The association requires preventative maintenance on all vehicles, as required in the owner's manual, performed by a certified mechanic or dealer. Each driver should familiarize him/herself with the vehicle manual and maintenance schedule. It is the driver's responsibility to ensure that the vehicle is available for routine preventative maintenance. Proper maintenance will help to reduce the exposure to vehicle collisions, improve drivability and reduce expensive vehicle downtime. A clean and well-maintained vehicle also improves the associations' image with our homeowners and the general public.

A record of the preventative maintenance should be maintained and copies made for placement in the vehicles. Complete, up-to-date records help to identify whether authorized drivers are keeping up with required preventive maintenance and to identify trends in vehicle repair needs and costs.

cb9a8d65641a42719166493568ff7918.Waterford Lakes Vehicle Policy-052615_1A108E6215

Employee/Volunteer Use of Other than Association Owned Vehicles – For Business Use

The Association maintains certain levels of liability coverage for volunteer and employee use of personal owned vehicles used for association business. You will be required to have insurance and liability coverage. The association does not specify and assumes no responsibility for any other coverage employees/volunteers carry on the vehicles used since this is a matter of individual status and preference. The employee or volunteer is responsible for providing proof of coverage should it be required.

Traffic Violations

Fines for parking or moving violations, towing, towing storage or impoundment are the personal responsibility of the assigned operator. The association will not condone nor excuse ignorance of any motor vehicle violation that results in court summons being directed to itself as owner of the vehicle.

Each driver is required to report all moving violations to the association's general manager, assistant manager or President of the Board as soon as possible and no later than 24 hours after the incident. This requirement applies to violations involving the use of any vehicle (association or personal) while on association business. Failure to report violations will result in appropriate disciplinary action, including revoking driving privileges and possible termination of employment.

Please be aware that motor vehicle violations incurred during non-business (personal use) hours will also affect your driving status as well and will be subject to review.

Cell Phone/Texting

Operators of association vehicles are prohibited from using cell phones or other communication devices while the vehicle is in motion. Employees involved in a collision which involves driving while distracted are subject to disciplinary action, up to and including dismissal.

While the Waterford Lakes Community Association recognizes that cell phones are valuable business tools, their use cannot be allowed to jeopardize the safety of employees and others. Driving a vehicle in today's traffic requires constant attention. Phone use and texting can contribute to a collision.

Employees should pull off the road to a parking lot or other safe location to answer the phone, return texts or check voice mail. Never take notes or jot down phone numbers while talking on the phone and driving.

Remember that you are assumed to be in control of the vehicle at all times. Learn the features of your phone and allow voice mail to handle your calls. Using a hands free device can reduce the distractions but nevertheless diverts your attention from safe driving to holding a conversation. It is especially dangerous to get involved in stressful or intense conversations while driving.

cb9a8d65641a42719166493568ff7918.Waterford Lakes Vehicle Policy-052615_1A108E6215

Driver Safety Rules

Employees are responsible for operating their vehicles safely at all times. The following rules cover basic safe driving principles, which should be followed:

1. Drivers should be mentally and physically rested and alert prior to each trip.
2. Driving under the influence of alcohol or drugs is prohibited and will subject the employee to disciplinary action, up to and including termination. Our employees must be aware of the effects that prescription and over-the-counter medications have on their level of alertness and must take appropriate action.
3. Drivers must have a valid driver's license or certification for the type of vehicle to be operated and keep the license(s) with them at all times while driving. Only authorized drivers are permitted to operate association vehicles.
4. All drivers must drive defensively at all times. All traffic laws must be obeyed. Turn signals must be properly used and all safety lights should be turned on as appropriate. Know the right-of-way rules and always assume that the other drivers do not know them or will ignore them.
5. Speed shall never be faster than posted speed limits and should be reduced as road, traffic, pedestrian, or weather conditions dictate.
6. Always maintain a safe following distance. Never follow another vehicle so closely that you will not be able to make a safe stop under any conditions. Always slowdown in school zones and other congested areas.
7. Be prepared for inclement weather. Adjust your driving speeds and following distance if conditions are not ideal. Be sure to check condition of windshield wipers at least monthly and replace as needed. Also verify that all turn signal bulbs, brake lights, headlights and other vehicle markers are working properly.
8. Keep to the right except when overtaking a slow-moving vehicles or when getting into position to make a left turn. Never pass another vehicle on the right.
9. Seat belts shall be worn by drivers and passengers whenever the vehicle is in motion.
10. Check vehicle daily. Check lights, tires, brakes and steering. Inform the general manager, assistant manager or board president if safety issues exists and vehicle should not be operated until repairs are made.
11. Employees must report all accidents and traffic violations and convictions as soon as possible and no later than 24 hours after the action.

In The Event of an Accident

1. Call the police after ALL accidents and obtain a copy of the police report.
2. Do not admit negligence or liability.
3. Do not attempt settlement, regardless of how minor.
4. Get name, address and phone number of injured person(s) and witnesses if possible.
5. Exchange vehicle identification, insurance company name and policy numbers with the other driver(s).
6. Take photographs of the scene of the accident if possible.
7. Complete the accident report located in the vehicle.

8. Turn all information over to the general manager, assistant manager or association president within 24 hours.

Thefts

In the event of the theft of an association vehicle or equipment in vehicle, notify local police and the general manager, assistant manager or President of the Board immediately.

Authorized Driver Responsibilities

Each driver is responsible for the actual possession, care and use of the association vehicles in his or her possession. Therefore, a driver's responsibilities include, but are not limited to, the following actions:

1. Operate the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment.
2. Keep vehicle washed and clean inside and out.
3. Obey all traffic laws.
4. Use seat belts and shoulder harnesses. This is mandatory for drivers and passengers.
5. Adhere to manufacture's recommendation regarding service, maintenance and inspection. Vehicles should not be operated with any defect that would prevent safe operation.
6. Observe and practice of safe driving techniques and adhere to current safety requirements.
7. Restrict the use of vehicles to authorized employee drivers ONLY.
8. Report the occurrence of moving violations.
9. Report all accidents by an authorized driver and thefts of the association's vehicles or equipment to the association's general manager, assistant manager or President of the Board. Reports shall be accurate, comprehensive and timely.

Failure to comply with any of these responsibilities may result in disciplinary action, up to and including termination of employment.

Preventable Accidents

A preventable accident is defined as any accident involving an association vehicle being used for association business or any personal vehicle being used on association business that results in property damage and/or personal injury, and in which the driver in question failed to exercise every reasonable precaution to prevent the accident.

Safety Guidelines to Prevent Accidents

- Do Not Follow too closely.
- Do Not Exceed the posted speed limit.
- Do Not Drive too fast for conditions.
- Do Not Fail to reduce speed when needed.
- Do Not Fail to observe clearances.
- Do Not Fail to obey signs.
- Do Not Make Improper turns.

cb9a8d65641a42719166493568ff7918.Waterford Lakes Vehicle Policy-052615_1A108E6215

- Do Not Fail to observe signals from other drivers.
- Do Not Park improperly.
- Do Not Fail to yield.
- Do Not Back Up improperly.
- Do Not Fail to obey traffic signals or directions.
- Do Not Drive While Intoxicated (DWI) or Drive Under the Influence (DUI) of any drugs or alcohol.

I have read and will abide by the conditions as stated in this document regarding the operation of any vehicle for the associations business.

Name (Printed) _____

Signature _____ Today's Date _____

Witness _____ Today's Date _____