



Building a Better World
for All of Us®

Driving Program FAQ

Why are we implementing the Driving Program?

The Workers Compensation insurance company which insures SEH has made this a requirement for continued coverage. This type of Driving Program is required by most insurance carriers. The program is also about keeping our employees and others safe.

When does this program go into effect?

The program goes into effect July 1, 2016.

What is required of me?

If you have been identified as an SEH Driver you will be required to sign two documents and along with those documents provide a copy of your current driver's license. This will be done through eBus.

What are the two documents?

One is an acknowledgement of the Driving Program and the second is an acknowledgement and permission for SEH to access employee's or potential employee's motor vehicle records information.

When is my Acknowledgement of the Program and Permission to Access my Motor Vehicle Record (MVR) due?

Acknowledgment and permission is due in the month of July.

What happens if I do not give permission to access my driving record?

It is SEH's intent to work with all employees. We want to understand your concerns and determine an appropriate strategy to address or manage any challenges that are presented. However, failure to comply with the SEH Driving Program may subject you to disciplinary action up to and including termination.

What if I have violation?

If you have violations that immediately put you in a position where you do not meet eligibility standards, or puts you in a probation or suspension of driving mode, Human Resources and your supervisor will meet with you to discuss your position responsibilities that require driving (if any) and discuss next steps.

What if I have a major violation that that occurred more than three years ago?

Convictions prior to the three years of signing the initial permission to secure Motor Vehicle Record (MVR) will not be considered.

If a new hire has a driving record with driving-related convictions, could that prevent the person from being hired?

Yes. If a person's position is identified as an SEH driver or would drive an SEH vehicle as part of employment, this could impact the ability to hire the person.

Does a job candidate have to sign an acknowledgement form to have their MVR accessed before they are given a final offer?

Yes. Prior to becoming an employee, candidates in the final stage of hire must provide permission to access their MVR. If the results show convictions as outlined in the Driver Program, this may impact the ability to hire the candidate.

If I only drive to and from work, does this program impact me?

No, it only affects current employees who have been identified as an SEH driver or drive an SEH vehicle as part of employment and candidates in the final stage of the hiring process.

What if I do not have a driver's license?

If you do not have a driver's license, you would not meet the driving limit of 1,000 miles per year. You also are not permitted to operate any SEH vehicle or personal vehicle for SEH business. If you are convicted for driving without a driver's license, you are subject to disciplinary action up to and including termination of employment.

Why does my driving record outside of business hours have an impact on my employment?

This is a requirement of the insurance carrier. There are statistics that indicate how a person drives does not change whether the person is driving for work or for personal business. It is also our intent to encourage safe driving at all times.

What if the timing of my driving conviction(s) occurred outside of business hours?

It does not matter what time of day the driving conviction occurred.

If I am convicted of any type of violation or involved in any type of activity that is outlined in the Driver Program, must I contact my supervisor?

Yes.

Who will see my driving record?

Human Resources representatives and the Chief Executive Officer will have access to your driving record. Your supervisor may know if you are in violation of the Driver Eligibility Standards or fall into the Progressive Discipline, but will not know your specific violations without your permission.

Could my driving record have an impact on my compensation or pay for performance if there are convictions?

If driving is a required responsibility as part of your position, and you have convictions which prevent you from doing your job, your compensation or pay for performance may be affected.

Do I need to provide SEH with a copy of my driver's license every time it is renewed?

Yes if you have been identified as an SEH driver or drive an SEH vehicle as part of employment. You must have a current driver's license on file within eBus. See Human Resources for more information.

If I have one of the violations related to alcohol, negligent driving, driving with suspended license, do I need to increase my personal auto insurance and pay for the premium increase (if applicable.)?

You may, it depends on your current level of coverage. Refer to the Driving Program for the insurance limits that are required with specific convictions.

If during a three-year period, I have had no violations, are my SEH driving privileges reinstated?

Yes.

What if I am required to drive to meetings or visit clients yet I am under probation or suspension from driving?

You will need to work with your manager on how to approach this work responsibility. You may need to seek alternative driving arrangements for mandatory meetings.

How often will driving records be checked?

There is no specific schedule. They will be checked at random.

If I am in an automobile accident where I am at fault, or not at fault, outside of SEH office hours, must I report the accident to my supervisor?

It is a requirement to report accidents occurring in the conduct of SEH business to your supervisor and Human Resources whether or not there is an injury. This practice allows SEH to protect you the employee should there be an injury (whether immediate or delayed) as a result of the accident.