DRIVING QUALIFICATIONS AND PUBLIC SERVICE LICENSES

Applicability: This policy applies to all Oak Hill employees who operate Oak Hill vehicles.

I. Qualifications for all Oak Hill Employees.

Oak Hill employees who operate Oak Hill vehicles must hold valid Class D Connecticut drivers' licenses throughout their period of employment. For purposes of this Policy, Oak Hill considers a valid driver's license to be one that has fewer than ten (10) points. A revoked, restricted or suspended license is not a valid license for purposes of this policy.

Candidates to whom conditional offers of employment have been made must provide copies of their driving history to the Recruiters in the Human Resources department by the first day of New Employee Orientation. Oak Hill will review the driving history to be sure that the candidate holds a valid Class D license, and that the candidate has not been convicted of any of the following within three years of the driving history: driving under the influence; leaving the scene of an accident; felony involving a motor vehicle; or at-fault accident involving a fatality. The presence of any one of these convictions may disqualify the candidate from employment.

An employee whose license is restricted, suspended, revoked, or who has accumulated ten or more points must notify his/her supervisor and the Director of Human Resources within 24 hours of being notified of the restriction, suspension, revocation or point accumulation. The restriction, loss, suspension or accumulation of ten or more points on a Class D driver's license may result in layoff.

In addition to the above, any employee who fails to report a restriction, suspension, revocation or accumulation of more than ten (10) points on his/her driver's license may be subject to disciplinary action, up to and including discharge. Oak Hill reserves the right to ask for verification of a current, valid, license at any time.

In order for Oak Hill to verify that an employee's Class D license and/or PSL endorsement is in good standing, employees will sign the attached CERTIFICATION OF DRIVING HISTORY and AUTHORIZATION FOR RELEASE OF INFORMATION annually.

II. Employees Required to Hold Public Service Licenses.

Managers, program assistants, clinical staff and direct care staff who work at education programs and/or residential programs housing children who attend educational programs must obtain a public service license ("PSL"). Employees who transport children from residential programs to education programs are required to have a "V" or "S" endorsement. Employees who work exclusively in education programs and who transport children into the community for activities must hold an "A", "V" or "S"

endorsement. If you have any questions as to which type of endorsement, if any, you are required to hold, please contact the Recruiters in the Human Resources department.

There may be occasions when an employee holds a license with an endorsement other than those listed above which allows the employee to drive a Student Transportation Vehicle. For example, employees who hold a "V" endorsement are allowed to drive in situations requiring an "A" endorsement. In some cases, additional training is required for those employees. Decisions regarding the applicability of endorsements other than the "V" or "A" to specific positions will be made by the Director or Human resources.

Employees who are notified that they are required to hold a PSL shall have 30 days from the date of notification to submit all of the following documentation to the Human Resources department or be subject to layoff:

1. a clear copy of the fingerprint card;
2. receipt from DMV for the PSL endorsement;
3. receipt from DMV for the criminal background checks;
4. receipt for the cost of fingerprinting (if any); and
5. a copy of the signed medical examiner's card.

III. Special Requirements for Employees Who Hold PSLs.

Employees who are required to hold PSLs must have the signed medical certification card and their license on their person at all times. Employees who hold PSLs must comply with all statutory and regulatory requirements for PSLs as the State of Connecticut may amend from time to time.

IV. PSL Licensing Process.

A. New Employees

The Recruiters in Human Resources will provide new employees with the forms and information necessary to apply for a PSL. The physical exam required to obtain the PSL is scheduled by the Recruiters in Human Resources through Concentra Medical Centers.

B. Current Employees

An employee who does not hold a PSL, but who desires to transfer into a position that requires a PSL, will not be able to move into the new position until he or she has provided to Human Resources documentation evidencing that he or she has satisfied all DMV requirements for the PSL endorsement required for the position. Employees must submit this documentation to Human Resources within 30 days of the date of notification that the the transfer was approved.
An employee who wishes to become qualified to work in an "out of house" position must satisfy all of the training requirements for that program location **before** applying for a

PSL. The employee must present this information to the Recruiters in the Human Resources Department and, if the qualifications are met, the employee will be directed to go to the Department of Motor Vehicles to submit the documentation necessary to obtain a PSL. The employee will have two weeks from that date to present the receipts from DMV to the Recruiters.

Current employees who have been directed to obtain a PSL should contact the Workers' Compensation Coordinator in Human Resources at 860-769-3847 to schedule an appointment through Concentra for first-time or renewal physicals. Oak Hill pays for the required physical examination so long as Oak Hill has authorized the appointment .

Oak Hill will reasonably accommodate, when possible, any current employee who is not qualified to obtain or retain the PSL license by reason of physical impairment.

V. Reimbursement Process.

Oak Hill reimburses employees for the PSL endorsement fee. In order to be reimbursed for the PSL endorsement, employees must bring the following documents to the recruiters in the Human Resources department:

1. a clear copy of the employee's driver's license with the PSL endorsement;
2. a clear copy of the fingerprint card;
3. receipt from DMV for the PSL endorsement;
4. receipt from DMV for the criminal background checks; and
5. receipt for the costs of the fingerprints (if any).

The reimbursement process takes approximately two weeks from receipt of the information. If you have any questions, please contact the Benefits Clerk in Human Resources at 860-242-2274, Ext. 3387.

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Revisions to this policy were approved on July 7, 2010.
Revisions to this policy are effective July 16, 2010

CONFIDENTIAL

OAK HILL
CERTIFICATION OF DRIVING HISTORY

Employee Name: _____
First Middle Initial Last

Date of Birth: _____/ _____/ _____ Sex: Male ____ Female ___

Driver's License Number: _____ Issuing State: _____

Class D Driver's License Expiration Date: _____

Certification of Employee Driving Record:

During the twelve (12) months preceding this acknowledgement, have you:

1. Had your Class D driver's license suspended or revoked? Yes No
2. Been cited for driving a vehicle under the influence of alcohol or drugs? Yes No
3. Accrued any points on your driver's license? Yes No
   If yes, how many? _____
4. Been convicted of violating any motor vehicle traffic laws or ordinances (other than parking violations) Yes No
   If yes, please identify: _____
5. Been convicted of violating any criminal statute? Yes No
   If yes, please identify _____

I certify that the above answers are true and complete to the best of my knowledge, and that any knowingly false answers may subject me to disciplinary action up to and including separation from employment.

_____ _____
Employee Signature Date

Oak Hill
Since 1893, services & solutions for people with disabilities.

Authorization and Release of Information

I hereby authorize any State Department of Motor Vehicles to release any and all information pertaining to my driving record to Oak Hill. This authorization shall remain in effect for the duration of my employment with Oak Hill. Oak Hill shall use this information for investigatory purposes and will request the information for "good cause".

_____ _____
Employee Signature Date

_____
Print Name