**Policy Statement:**
Employees who drive for PHS business must maintain a current valid drivers’ license and all necessary car insurance as required by state law. Proof of insurance may be required for certain positions. Employees must immediately notify the HR Department of any suspension, revocation of their license, cancellation of car insurance or any accident that occurs while driving on PHS business. Employees are expected to follow all state laws regarding the operation of motor vehicles. Employees who drive PHS vehicles are subject to additional requirements that are defined by our insurance carrier and employees who drive PHS vehicles require ongoing monitoring of their driving record. Employees who drive PHS vehicles are covered by PHS automobile insurance upon approval.

**Procedure:**

No employee may drive a car or other vehicle on PHS business unless he/she holds a current valid drivers’ license, and, if driving his/her own car on PHS business, maintains all necessary car insurance required by state law to own and operate a car. Any employee who regularly drives a vehicle on PHS business must immediately notify PHS of any suspension or revocation of license, any cancellation of car insurance, or any automobile accident which occurs while driving on PHS business. Failure to maintain a license and insurance, loss of license or insurance, and/or failure to notify PHS of suspension or revocation of license or cancellation of car insurance may be grounds for termination of employment for any employee for whom driving is a regular job function. Proof of insurance may be required for certain positions in which driving is a significant job function.

PHS employees are expected to follow all state rules regarding cell phone use or texting while driving. In addition, employees should limit cell phone use while driving only to emergency matters.

Any fines, tickets, and sanctions incurred while driving on PHS business are at employee’s own risk and expense and will not be reimbursed.

**References:**
Employee Handbook page 15-16

**Policy Cross References:**