

**State YMCA of Michigan
Hayo-Went-Ha Camps Driving Qualifications**

Standard vehicle driver requirements

- Must be authorized by the YMCA
- Must be 21 years old to drive camp owned vehicles (age may vary for leased)
- Must have a valid chauffeur driver's license (US, International, or home country equiv.)
- Must have passed all requirements set forth in the Transportation Policies

You may drive all passenger vehicles that are less than 15 passengers; Vans, Trucks, Company Cars. (age requirements may exclude you from driving leased vehicles)

CDL driver requirements

- Must be authorized by the YMCA
- Must be 21 years old
- Must have a valid USA commercial driver's license
- Must have passed all requirements set forth in the Transportation Policies

You may drive all passenger vehicles; Busses Vans, Trucks, Company Cars (age requirements may exclude you from driving leased vehicles)

I have read and agree with the State YMCA of Michigan's transportation policies.

_____ Driver's initials

I have read and agree with the State YMCA of Michigan's substance abuse policies.

_____ Driver's initials

I have completed the Driver Authorization form. _____ Driver's initials

Signature of Driver Applicant: _____ Date: _____

TRANSPORTATION POLICIES for State YMCA of Michigan and Hayo-Went-Ha Camps (revised 01/02/12)

The Transportation policies were developed to insure the safety of participants and staff as well as minimize the risk involved with vehicle usage.

Driver Qualifications

- Authorized by the YMCA.
- Must be at least 21 years of age.
- Must meet licensing requirements for the vehicle to be driven.
- Must read and complete all necessary forms; Driver information, Drug and Alcohol Policy, Transportation Policies.
- Must have successfully past a YMCA driving test
- Will not qualify to drive a YMCA vehicle if, during the last 36 months, the driver had any of the following experiences:
 - Been convicted of a felony.
 - Been convicted of sale, handling or use of a controlled substance.
 - Has automobile insurance canceled, declined or not renewed by a company.
 - Been convicted of an alcohol or drug-related offense while driving.
 - Had driver's license suspended or revoked.
 - Been convicted of three or more speeding violations or one or more other serious violations.
 - Been involved in two or more chargeable accidents.

Driver Licensing

- YMCA drivers and anyone authorized to drive the YMCA vehicles must have a valid driver's license issued in the state or country of residence for the class of the vehicle being operated and must be able to drive a vehicle. Obtaining a driver's license is a personal expense.

Driver Rules

- Each vehicle will be safety checked prior to and after being used to transport campers.
 - Drivers must complete a pre-trip safety check and document this. The same should be done at the conclusion of the trip to ensure the vehicle is ready for the next trip. Items to be checked:
 - Lights and turn signals
 - Tires
 - Windshield and wipers
 - Emergency system and equipment
 - Horn
 - Brakes
 - Fluid Levels
 - Location of first aid kit, reflectors and fire extinguisher

- Driver is responsible to maintain head count consistent with records
- Driver is responsible for ensuring that the passenger count does not exceed the legal limit for the vehicle in use.
- Prior to departure the Driver will educate the passengers as to the safety rules
- Passengers will be unloaded prior to any refueling
- Refueling will only be done in safe, proscribed manner
- Buses and vans must always stop at railroad crossings, except exempt as marked by State Law.
- Cell phones cannot be used in any capacity while operating a vehicle.

Driver Responsibilities

Each driver is responsible for the correct care and use of the company vehicle in their possession. Therefore, driver's responsibilities include but are not limited to the following:

- Operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment.
- Obey all traffic laws.
- The use of seat belts and shoulder harness is mandatory for driver and passengers.
- Adhering to manufacturer's recommendations regarding service, maintenance and inspection. Vehicles should not be operated with any defect that would prevent safe operation.
- Attention to and practice of safe driving techniques and adherence to current safety requirements.
- Restricting the use of vehicles to authorized drivers only.
- Reporting the occurrence of moving violations to the camp director or transportation director.
- Accurate, comprehensive and timely reporting of all accidents by an authorized driver and thefts of a company vehicle to the Executive Director or Camp Director within 24 hours of occurrence.

Failure to comply with any of these responsibilities will result in disciplinary action.

Passenger Safety

- Drivers and passengers must wear seat belts where provided
- All passengers must remain seated and facing the correct direction when vehicle is under power
- Passengers may not place any part of their body outside of the vehicle
- Noise must be kept at a manageable level
- Emergency exits can not be blocked
- Passengers will respect others by keeping hands and feet to themselves

Transportation Rules

- Health and "Permission to Treat" forms for summer campers will be carried in vehicles when traveling beyond a fifty mile radius from camp. For school groups those forms may be carried by the teachers who are part of the convoy.
- There will be at least one additional adult aboard the vehicle to supervise the passengers

- If a group does not meet the driver at the designated time, the driver will contact the Director immediately and the Director will initiate the appropriate steps.

Program and Emergency Procedures

- A designated staff member will periodically check vehicle logs and perform preventative maintenance at intervals as recommended by vehicle manufacturer.
- Buses will be loaded and unloaded in designated areas or safe, off-road sites.
- Backing up should be done with another staff member observing back of vehicle.
- Loaded luggage must not obstruct driver's vision or exits.
- In the event of a breakdown, the vehicle will be pulled off the road, passengers will be unloaded and taken to a safe area and markers will be put out.
- In the event of an accident with a camp vehicle, the driver and/or staff will do the following:
 - a. Provide immediate first aid as necessary
 - b. Get uninjured personnel to a safe area away from the road
 - c. Obtain necessary assistance; call 911
 - d. Notify Camp Director at the camp.
 - e. Obtain appropriate accident information such as:
 - i. Names and addresses of those involved including witnesses
 - ii. Description of accident, noting the facts
 - iii. Names of insurance companies of those involved.
 - iv. Names of investigating police officer

Accidents Involving YMCA Vehicles

In the event of an accident the Camp vehicle driver:

- Do not admit negligence or liability.
- Do not attempt settlement, regardless of how minor.
- Get name, address and phone number of injured person and witnesses, if possible.
- Exchange vehicle identification, insurance company name and policy numbers with the other driver.
- Take a photograph of the scene of accident, if possible.
- Call the police if injury to others is involved. You may want to call police even if there are no injuries.
- Complete the accident report in your vehicle.
- Turn all information over to the Executive Director or Camp Director within 24 hours.

Traffic Violations

Fines for parking or moving violations are the personal responsibility of the assigned operator. The company will not condone nor excuse ignorance of traffic citations that result in court summons being directed to itself as owner of the vehicle.

Each driver is required to report all moving violations to the Executive Director or Camp Director within 24 hours. This requirement applies to violations involving the use of any vehicle (company, personal or other) while on YMCA business. Failure to report violations will result in appropriate disciplinary action.

Please be aware that traffic *violations incurred during non-business (personal use) hours* will affect your ability to drive YMCA vehicles as well and are subject to review.

State YMCA of Michigan Driver Information and Authorization Form

Name (as appears on Drivers License): _____

Address: _____ City: _____ State: _____ Zip: _____

Driver's License Number.: _____ State : _____

Special Classifications: _____ Country: _____

Date of Birth: _____ # of Years Driving: _____

Previous Driving Experience: _____

Driver's License Restrictions: _____

Any physical restrictions that would affect your ability to drive: _____

List all moving traffic violations that applicant has received within last three years. If none, state "none".

Date	Offense	Location

List all auto accidents within last three years(whether or not you consider yourself at fault). If none, state "none". This would include any incident where a vehicle was damaged and/or person(s) injured.

Date	Description	Damage/Injuries

Have you ever received a traffic violation for impaired or reckless driving, driving under the influence, or driving while intoxicated? If none, state "none".

Date	City/State	Explanation (if any)

I am aware that consumer and motor vehicle reports may be obtained as part of the evaluation of my job application and/or employment. By signing this form, I verify the above information to be true. I understand giving false or misleading information will result in termination of employment.

Signature of Applicant	Date

<p style="text-align: center;">Authorization</p> <p>I have reviewed application and approve the applicant to drive a camp vehicle (limitations may apply).</p> <p>_____</p> <p>Authorizing Y Staff Date</p>	<p style="text-align: center;">Camp Drivers Test:</p> <p>Conducted by: _____</p> <p>On (date): _____</p> <p>Type of vehicle: _____</p> <p>Passed? _____</p>
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State YMCA of Michigan
919 N. East Torch Lake Dr
Central Lake MI 49622

RE: Authorization of Driving History

I am aware that consumer and motor vehicle reports may be obtained as part of the evaluation of my job application and/or employment. The reports may be procured by the State YMCA of Michigan or its insurance company representative(s), and may include personal information obtained from state motor vehicle departments, my driving record, an assessment of insurability for insurance program, or other consumer reports.

By signing this letter, I hereby provide my authorization for the State YMCA of Michigan or their insurance company representative(s) to procure such information and reports, as well as additional reports about me from time to time as deemed appropriate, to evaluate my insurability or for other permissible purposes.

Sincerely,

Signature Applicant/Employee

Date

Name as appears on Drivers License

Drivers License Number

State of Issuance

Social Security #

Country

Date of Birth

DRUG AND ALCOHOL POLICY

Purpose

It is the policy of the State YMCA of Michigan that its drivers be free of substance and alcohol abuse. Consequently, the use of illegal drugs by drivers is prohibited. Further, drivers shall not use alcohol or engage in “prohibited conduct” as defined herein. The overall goal of this policy is to ensure a drug- and alcohol-free transportation environment and to reduce accidents, injuries and fatalities.

Consequences of Policy Violation

The following shall be considered “prohibited conduct” for purposes of this policy:

- No driver shall report for duty or remain on duty while having alcohol in their system.
- No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol unless the alcohol is manifested and transported as part of a shipment.
- No driver shall use alcohol while performing safety-sensitive functions.
- No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
- No driver required to take a post-accident alcohol test shall use alcohol for eight (8) hours following the accident or until he or she undergoes a post-accident alcohol test, whichever occurs first.
- No driver shall refuse to submit to a post-accident, random, reasonable suspicion, return-to-duty, or follow-up alcohol or drug test.
- No driver shall report for duty or remain on duty when the driver uses any controlled substance, except when use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver’s ability to operate a commercial motor vehicle.

If a driver engages in prohibited conduct, the driver is not qualified to drive a commercial motor vehicle and shall be immediately removed from service. The State YMCA of Michigan may also take action against the driver up to and including termination.

Refusal to Test

Refusal to submit to the types of drug and alcohol tests employed by the State YMCA of Michigan will be grounds for refusal to hire driver/applicants and to terminate employment of existing drivers. A refusal to test is defined to be conduct that would obstruct the proper administration of a test. Refusing to sign Step 2 of the alcohol form is considered a refusal to test. A delay in providing a urine, breath or saliva specimen could

be considered a refusal. If a driver cannot provide a sufficient quantity of urine or breath, he/she will be evaluated by a physician of the State YMCA of Michigan's choice. If the physician cannot find a legitimate medical explanation for the inability to provide a specimen (either breath or urine), it will be considered a refusal to test. In that circumstance the driver has violated one of the prohibitions of the regulations.

Types of Tests

Pursuant to regulations promulgated by the Department of Transportation (DOT), the State YMCA of Michigan has implemented six circumstances for drug and alcohol testing: (1) pre-employment (drug testing only); (2) Post-accident testing; (3) random testing; (4) reasonable suspicion testing; (5) return-to duty testing; and (6) follow-up testing.

Pre-Employment Testing

All applicants for driving positions must submit to urine drug tests. A driver/applicant is not required to submit to a urine drug test if (1) the State YMCA of Michigan can verify that the driver has participated in a valid drug testing program within the preceding thirty (30) days; (2) while participating in that program, was either tested within the past six (6) months or participated in a random selection program for the previous twelve (12) months; and (3) no prior employer has knowledge that the driver violated any part of the regulations within the last six months.

Random Testing

The State YMCA of Michigan conducts random drug and alcohol testing. The State YMCA of Michigan or its agents will submit all CDL drivers' names to a random selection system. The random selection system provides an equal chance for each driver to be selected each time random selection occurs. Random selections will be reasonably spread throughout the year. The State YMCA of Michigan will drug test, at a minimum, 50 percent of the average number of driver positions in each calendar year or at a rate established by the Department of Transportation for the given year. The State YMCA of Michigan will select, at a minimum, 25 percent of the average number of driver position in each calendar year for random alcohol testing, or at the rate established by the DOT for the given year. Random selection, by its very nature, may result in drivers being selected in successive selections or more than once a calendar year. Alternatively, some drivers may not be selected in a calendar year.

If a driver is selected at random, for either drug or alcohol testing, a State YMCA of Michigan official will notify the driver. Once notified, every action the driver takes must lead to a collection. If the driver engages in conduct that does not lead to a collection as soon as possible after notification such conduct may be considered a refusal to test.

Post-Accident Testing

The driver must submit to drug and alcohol testing any time her or she is involved in an accident where 1) a fatality is involved; or 2) the driver receives a citation for a moving violation arising from the accident, and any party involved requires immediate treatment

for an injury away from the accident scene, or if any vehicle involved incurs “disabling damage” (i. e., must be towed away). Following any accident, the driver must contact the State YMCA of Michigan as soon as possible. The driver has been presented with an information card setting forth certain instructions for post-accident drug and alcohol testing. The driver shall follow the instructions contained on the information card as well as any additional instructions from the State YMCA of Michigan or its representatives.

Any time a post-accident drug or alcohol test is required, it must be performed as soon as possible following the accident. If no alcohol test can be made within eight (8) hours, attempts to perform an alcohol test shall cease. If no urine collection can be obtained for purposes of post-accident drug testing within thirty-two (32) hours, attempts to make such collection shall cease.

In the event that federal, state, or local officials conduct breath or blood tests for the use of alcohol and/or urine test for the use of controlled substances following an accident, these tests may meet the requirements. The State YMCA of Michigan may request testing documentation from such agencies, and may ask the employee to sign a release allowing the State YMCA of Michigan to obtain such test results.

In the event a driver is so seriously injured that the driver cannot provide a sample of urine, breath or saliva at the time of the accident, the driver may provide necessary authorization for the State YMCA of Michigan to obtain hospital records or other documents that would indicate the presence of controlled substances or alcohol in the driver’s system at the time of the accident.

Reasonable Suspicion Testing

Reasonable suspicion for requiring a driver to submit to drug and/or alcohol testing shall be deemed to exist when a driver manifests physical or behavioral symptoms or reactions commonly attributed to the use of controlled substances or alcohol. Such driver conduct must be witnessed by at least one supervisor trained in compliance with #382.603. Should a supervisor observe such symptoms or reaction, the driver must submit to testing.

Substance Abuse Evaluation, Return To Duty, and Follow Up Testing

Any driver who engages in prohibited conduct shall be provided with the names, addresses, and telephone numbers of qualified substance abuse professionals (SAP). If the driver desires to become requalified, the driver must be evaluated by a SAP and submit to any treatment the SAP prescribes. Following evaluation and treatment, if any, in order to become requalified, the driver must submit to, and successfully complete a return- to- duty drug and/or alcohol test. Such driver is also subject to follow-up testing. Follow-up testing is a separate from, and in addition to the State YMCA of Michigan’s reasonable suspicion, post-accident, and random testing procedures. The schedule for follow-up testing shall be unannounced and in accordance with the instructions of the SAP.

Follow-up testing may continue for a period of up to sixty (60) months following the driver's return to duty. No fewer than (6) tests shall be performed in the first twelve (12) months of follow-up testing. The costs of any SAP evaluation or prescribed treatment shall be borne by the driver. The State YMCA of Michigan does not guarantee or promise a position to the driver should he/she regain qualified status.

Authorization for Previous Test Records

Within 14 days of performing a safety-sensitive function, DOT regulations require that the State YMCA of Michigan obtain certain drug and alcohol testing records from driver's previous employers for the previous two years. The State YMCA of Michigan will verify that no prior employer of the driver has records indicating a violation of any DOT rule pertaining to controlled substance or alcohol use within the previous two (2) years. As a condition of employment, the driver shall provide the State YMCA of Michigan with a written authorization for all previous employers within the past two years to release such drug and alcohol testing records as the regulations require.

Drug Urinalysis

Drug testing will be performed through urinalysis. Urinalysis will test for the presence of drugs and/or metabolites of the following controlled substances; (1) marijuana; (2) cocaine; (3) opiates; (4) amphetamines; and (5) phencyclidine (PCP).

Drug Urinalysis (continued)

The urinalysis procedure starts with the collection of a urine specimen. Urine specimen will be submitted to a SAMHSA-certified laboratory for testing. As part of the collection process, the specimen provided will be split into two vials: a primary vial and a secondary vial. The SAMHSA-certified laboratory will perform initial screenings on all primary vials. In the event that the primary specimen tests positive, a confirmation test of that specimen will be performed before being reported by the laboratory to the MRO as a positive.

All laboratory results will be reported by the laboratory to a Medical Review Office (MRO) designated by the State YMCA of Michigan. Negative test results shall be reported by the MRO to the State YMCA of Michigan. Before reporting a positive test result to the State YMCA of Michigan, the MRO will attempt to contact the driver to discuss the test result. If the MRO is unable to contact the driver directly, the MRO will contact the Saginaw management official designated in advance by the State YMCA of Michigan, who shall, in turn, contact the driver and direct the driver to contact the MRO. Upon being so directed, the driver shall contact the MRO immediately or, if after the MRO's business hours and the MRO is unavailable, at the start of the MRO's next business day. In the MRO's sole discretion, a determination will be made as to whether a result is positive or negative. If, after failing to contact the MRO after 5 days, or if the driver cannot at all within 30 days, the MRO may verify the test as positive. After any positive verification the driver may petition the MRO to reopen the case for reconsideration.

Pursuant to DOT regulations, individual test results for driver/applicants and drivers will be released to the Saginaw UMCA and will be kept strictly confidential unless consent for the release of the test results has been obtained. Any individual who has submitted to drug testing in compliance with this policy is entitled to receive the results of such testing upon timely written request.

An individual testing positive may make a request of the MRO to have the secondary vial tested. The secondary vial must be tested by a different SAMHSA-certified lab than tested the primary specimen. The individual making the request for testing of a secondary specimen is timely if it is made to the MRO within 72 hours of the individual being notified by the State YMCA of Michigan of a positive test result.

Alcohol Tests

The State YMCA of Michigan will perform alcohol-testing using a device that is on the National Highway Traffic Safety Administration's (NHTSA) Conforming Products List (CPL) and meets the DOT's testing requirements. This may be a breath-testing device or a saliva-based testing device, and may be provided through a vendor or agent. The device will be operated by a technician who is certified and trained on the specific device he or she will be operating. The driver shall report to the alcohol-testing site as notified by the State YMCA of Michigan. The driver shall follow all instructions given by the alcohol technician.

Any initial test indicating a blood alcohol concentration (BAC) of .02 or greater will be confirmed on an evidential breath testing device (EBT) operated by a breath alcohol technician (BAT). The confirmation test will be performed no sooner than 15 minutes and no later than 30 minutes following the completion of the initial test. In the event the confirmation test indicates a BAC of .02 to .0399, the driver shall be removed from duty for 24 hours or until his/her next scheduled on-duty time, whichever is longer. Drivers with test indicating a BAC of .04 or greater are considered to have engaged in prohibited conduct, which may result in disciplinary action up to and including termination. All alcohol tests shall be performed just prior to, during, or just after duty.

Training

The State YMCA of Michigan shall ensure supervisors designated to determine whether or not reasonable suspicion exists to require a driver to undergo testing under #382.307 receives at least 60 minutes of training on recognizing alcohol issue, and receives at least 60 minutes of training on recognizing controlled substances use. The training shall cover the physical, behavioral, speech and performance indicators of probable alcohol misuse and use of controlled substances.

Educational Materials

The State YMCA of Michigan shall provide educational materials that explain the requirements of 382.601, consequences of violating the regulations, and the employer's policies and procedures with the respect to meeting these requirements. The Materials supplied to drivers may include information on additional employer policies with respect to the use of possession of alcohol or controlled substances, for example, the

consequences for a driver found to have a specified alcohol or controlled substances level based on the employer's authority independent of #382.601. The State YMCA of Michigan shall ensure each driver is required to sign a statement certifying that her or she has received a copy of these materials described in #382.601.

This policy is not intended nor should it be construed as a contract between the State YMCA of Michigan and the employee. This policy may be changed at any time at the sole discretion of the State YMCA of Michigan.

Steps to becoming a CDL driver

1. Complete all forms and driving requirements for a standard vehicle.
2. Go to the Secretary of State office (Bellaire 231-533-8831) and pick up a CDL manual.
3. For a Camp bus, you must be certified as a Chauffer, CDL, Group B, with Passenger and Air Brake endorsements.
4. After practicing and studying, in coordination with your regular duties, go to the Sec of State and take the written exam for the parts outlined in #3.
5. Set up appointments for:
 - a. DOT physical exam in Kalkaska (231-258-7777)
 - b. CDL road test in Petoskey (Chip, 231-547-6922 or 675-2614 cell)
6. Practice more driving and inspections up to testing time.
7. On the day of the test, you must have photo copies on 1 page of:
 - a. Current license
 - b. Current learning permit with correct endorsements (Chauffer, CDL, group B, passenger, air brakes)
 - c. DOT exam card
8. Meet Chip at the brown warehouse next to the Subaru Dealer on US31 north of Charlevoix, West of Petoskey