



DRIVING AND TRANSPORT POLICY

PURPOSE

This policy is to clearly outline for all employees, contractors, volunteers, and representatives (herein “representative”) of Healthy Minds Consulting, Inc. (HMC) what is appropriate and expected with regard to use of a motor vehicle on behalf of HMC.

SCOPE

This policy covers any use of a vehicle by any representative for the purpose of conducting business on behalf of HMC. Such use includes, but may not be limited to:

- Attending meetings, consultations, trainings, and professional events
- Obtaining supplies, sundries, food, or materials for the office or others within the company or doing business with HMC

The scope of this policy is in effect while the representative is “on the clock”, defined as using the vehicle for active business purpose. This policy is not applicable in the following instances:

- Traveling from home to a work site to perform business duties
- Traveling from a work site to home after the conclusion of work duties
- During a personal lunch (or other personal) break where active work duties have temporarily ceased
- Note that “working lunches” and making a food delivery for others within the company might be considered as “on the clock” and therefore this policy should be adhered to in these circumstances

POLICY

All representatives of HMC will have a current, valid state-issued driver's license on file and in their possession at all times when operating a vehicle for HMC business. Likewise, all representatives will also have current and valid auto insurance on file and proof of coverage in their possession at all times. All representatives are required to be aware of and abide by all state and federal laws regarding licensing, documentation, and physical condition with regard to operating a motor vehicle.

No employee, contractor, volunteer, or other representative of HMC shall operate a vehicle while incapacitated, inebriated, unlicensed, uninsured, or under the influence of any substance, legal or illegal, that may impair their ability to drive safely.

No representative of HMC shall operate a vehicle knowingly transporting illegal substances or materials.

No representative of HMC shall transport any case-client (neither parents nor children) under any circumstances short of a medical emergency to take them to a hospital. Transport of professional colleagues, peers, third-party vendors, and other professional associates is acceptable. This applies specifically to the named clients in any case that HMC is actively working with.

Violation of this policy is subject to disciplinary action, up to and including immediate termination of employment / professional relationship.