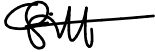
 HAWAII HEALTH SYSTEMS CORPORATION <i>Quality Healthcare for All</i> POLICY	Department: CEO	Policy No. ADM 0036A
		Supersedes Policy No.
Subject: Driving Vehicles for HHSC Business	Approved By:  HHSC Board of Directors By: Stephany Vaioleti Its: Secretary/Treasurer	Approved Date: July 27, 2023
		Last Reviewed: June 15, 2023

I. **PURPOSE:** To set forth the Hawaii Health Systems Corporation’s (HHSC) policy regarding driving of vehicles for HHSC business.

II. **POLICY:**

To promote safety and reduce risk of liability, only certain employees, Board members and volunteers are authorized to drive motor vehicles for HHSC business purposes. Each such authorized driver must submit the following items to HHSC Regional or Corporate Management in a timely manner, prior to operating the vehicle, depending on the type of vehicle, as follows:

A. State-Owned, Fleet or Rented Vehicle: Current driver’s license.

B. Personal Vehicle: Current driver’s license and evidence of motor vehicle insurance in compliance with state law.

HHSC management shall verify the above on at least an annual basis.

HHSC facilities and corporate office may adopt procedures as needed to implement this policy.

III. **APPLICABILITY:**

This policy is applicable to all HHSC facilities and corporate office.

IV. **AUTHORITY:**

HRS Chapter 286-102
 HRS Chapter 431:10C

V. **RELATED PROCEDURE(S):**

None

VI. **REFERENCE(S):** HR00018 A/B Use of HHSC/State Vehicles