



Employees interested in driving a motor vehicle to conduct IC business, must:

- Must be 21 years or older
- Provide a Driver’s License - valid and current
- Provide valid and current Vehicle Insurance
- Sign the Transportation and Vehicle Insurance Acknowledgement Form which describes meeting the New Mexico required minimum amounts of 25/50/100 as described below:
 - \$25,000 - bodily injury per person
 - \$50,000 - bodily injury per accident
 - \$10,000 - property damage per accident
- Consent to having a Motor Vehicle Report (MVR) Check - to assess driving record. IC will collect all records and run an MVR to determine drivers’ status according to the companywide classification system. Employees missing any of the eligibility criteria will not be allowed to drive a motor vehicle while conducting company business.

IC will run an MVR (Motor Vehicle Report) yearly to ensure:

- The employee has no major traffic violations in the past 3 years
- The employee has no more than 7 to 10 points within 12 months

Employees are required to maintain a driving record of less than 7 points in 12 months to continue driving privileges with Inteli-Care. All Employees should drive safely to prevent injuries and property damage. According to the DMV (Department of Motor Vehicles), there are three types of distractions while driving: visual, manual, and cognitive. Employees may not use their cell phones, answer text messages, or eat while operating a vehicle. Employees should practice using the “S-M-A-R-T” method to drive defensively.

(S) tay focused on driving	Keep your eyes on the road, be aware of your surroundings, keep both hands on the wheel and check for blind spots
(M) ake Preparations before you begin	Secure that there are no objects or pedestrians, fasten seat belt, set the stereo, navigation tools and climate controls
(A) void all other activities	Don’t use your phone, wait until the vehicle is stopped before: changing the music, consuming food, or drink, reading a map, or adjusting a GPS
(R) ely on passengers	To make phone calls or texts, navigate, look for things in the vehicle or adjust radio or climate controls
(T) ext or talk later	Create a calm environment inside the vehicle, let others know that you don’t talk on the phone or text while driving