

	Subject of Policy: Auto Liability Insurance	
	Section of Manual: Human Resources	Procedure Number: 103
	Originating Unit: Human Resources	Effective Date: 2/1/06 Rev November 17, 2021

Purpose To establish the requirements for proof of auto liability insurance coverage limits of at least \$300,000 combined single limit or \$250,000/\$500,000/\$50,000 split limits.

Scope This policy applies to all CareLink nurses, care coordinators, ombudsmen, homecare qualified supervisors, and recruiters who are required to use a personal automobile in the course of their employment.

Policy Statement

**Definitions:** **Split Limits.** For the purpose of this policy, split limits of \$250,000/\$500,000/\$50,000 are defined as follows:

\$250,000 bodily injury per person;  
\$500,000 bodily injury per accident; and  
\$50,000 property damage

**I. Proof of liability insurance limits – new hires**

As a condition of employment, all nurses, care coordinators, ombudsmen, homecare qualified supervisors, and recruiters who are required to use a personal automobile in the course of their employment shall be required to provide proof of auto liability insurance with coverage limits of: a) at least \$300,000 combined single limit or b) \$250,000/\$500,000/\$50,000 split limits. Evidence of coverage must be provided no later than the end of the first week of employment to Human Resources.

**II. Proof of liability insurance limits – current employees**

As a condition of continued employment, all nurses, care coordinators, ombudsmen, homecare qualified supervisors, and recruiters who are required to use a personal automobile in the course of their employment shall be required to maintain and provide proof of current auto liability insurance with coverage limits of: a) at least \$300,000 combined single limit, or b) \$250,000/\$500,000/\$50,000 split limits. Evidence of coverage must be provided at least annually or at any time requested by the agency.

In the event that any employee in the above job classes no longer uses a personal automobile in the course of their employment, the increase in limits can be waived, in writing, by the President/CEO.

### III. Stipend

Employees subject to the terms of this policy will receive a periodic stipend of an amount to be determined by management.

Effective Date: June 1, 1995  
Revised Date: November 17, 2021