

## Driving for Work

Please make sure you read this policy carefully! It's a big one, and we do hold you to it.

All APC employees who drive for work must meet certain requirements as a condition of employment as outlined in this policy. We're not able to make exceptions to these requirements when a job's essential functions include driving for work, regardless of whether or not that driving includes transporting clients. However, if an employee's position does not require driving for work and the employee agrees never to drive for work, the employee may request a Driving for Work Waiver if approved by his or her direct supervisor. Driving for work includes traveling to and from other worksites, attending off-site trainings or events, running errands for the office, transporting clients, or any other travel that is work-related, other than commuting to/from the employee's home.

