	Policy No.: 1001	Human Resources	
	Created: Greg Bock	Reviewed: 04/19/2019	Revised:

DRIVE TIME POLICY

SCOPE:

All Anesthesia Associates of Ann Arbor, PLLC (“A4”). For purposes of this policy, all references to “physician” or “physicians” include temporary, part-time and full-time employees.

PURPOSE:

To provide A4 Physicians a policy in regard to drive time from primary residence and among sites of services.

POLICY:

There is no drive time compensation for travel to and from your residence to your primary site of service.

Primary site of service/ geographical site of service is determined upon hire and is defined as where you work the greatest number of hours over a 3 month period. If your designated primary site of service does not represent the majority of your hours during a given 3 month period, this will trigger a review by the Site of Service Committee. The SOS committee will contact the physician in question and make recommendations as to that physician’s primary site of service with the assistance and approval of the physician in question.

Outpatient surgery centers affiliated with primary site of service hospital are considered that sites primary site of service and there is no compensation for travel.


If you drive time to a secondary site during a workday you will be compensated for your drive time from your primary site to the secondary site. You will be paid for travel from the secondary site to your residence if it is greater than the time that it would have taken to return home from your primary site.

Temporary assignments: Employees who are assigned to a temporary site will be paid drive time to and from that site if it is above the expected 15 min travel in each direction (existing corporate standard). Temporary assignments exceeding 60 days will be reviewed by the Site of Service Committee in conjunction with the physician in question and may lead to a change in your primary site of service.

Contract termination constitutes an immediate change to primary site of service based on mutually agreeable “new” site.

A mutually agreed change of the primary site of service results in no drive time.

There is no drive time compensation if the drive time required is less than 15 minutes one way.

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PROCEDURE:

Physicians are required to enter their drive time in Qgenda daily by using the drop down menu.