

**TUSCARAWAS COUNTY JOB AND FAMILY SERVICES
AGENCY POLICY**

**DRIVING REQUIREMENTS FOR EMPLOYEES, FOSTER CAREGIVERS, AND
CONTRACT DRIVERS**

THIS POLICY APPLIES TO:

- all agency foster caregivers and persons age 16 and over who reside in agency foster homes and transport or could potentially transport clients, and
- all agency contract drivers and dispatchers.

POLICY

The Tuscarawas County Job and Family Services monitors the driving records, insurance coverage, and drivers' licenses of Transportation Employees, agency Foster Caregivers who transport clients, and all agency Contract Drivers.

PROCEDURE FOR DRIVING RECORDS

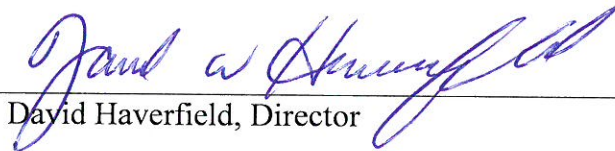
1. The initial driving records check will be submitted by the Business Office by September 1, 2005, then during July of each year or on an individual basis when a new person is added.
2. Any person who does not authorize the agency to conduct this Records Check will be restricted from transporting clients and/or using agency vehicles.
3. The results of these records checks will be filed in the Business Office, or in the Placement Unit for foster parents.
4. When a records check contains citations, the results will be reviewed by the Business Office Supervisor and the Director to determine if that person will be permitted to transport clients and/or use agency vehicles.
5. The cost of this records check is paid by the agency.

PROCEDURE FOR PROOF OF INSURANCE COVERAGE

1. By July 1 of each year, the Transportation Unit shall give a copy of his/her current "proof of vehicle insurance card" to the agency's Business Office. Foster parents will do the same for the Placement Unit.
2. This card ensures that the minimum amount of coverage-\$12,500 per person Bodily Injury Liability; \$25,000 per occurrence Bodily Injury Liability; \$7,500 Property Damage Liability-has been purchased by each person transporting clients.
3. Copies of these cards will be filed in the Business Office.
4. Any person who does not provide proof of vehicle insurance will be restricted from transporting clients and/or using agency vehicles.
5. Any person who transports clients and has not provided proof of vehicle insurance to the Business Office will not be reimbursed mileage or paid for the transportation provided.

PROCEDURE FOR CURRENT DRIVER'S LICENSE

1. The Transportation Unit shall give a copy of his/her current Driver's License, and each renewed License, to the agency Business Office. Foster parents will do the same for the Placement Unit.
2. Any person who does not provide a copy of his/her current Driver's License will be restricted from transporting clients and/or using agency vehicles.
3. Any person who transports clients and has not given a copy of his/her current Driver's License to the Business Office will not be reimbursed mileage or paid for the transportation provided.



David Haverfield, Director



Effective Date