



IF YOU ARE PRINTING THIS FROM OUR WEBSITE – this is for all staff in Administration , Community Employment and Case Managers who might be driving a client in their own vehicles or ERC vehicles. Please print, sign and forward to Lynne Keller. I will sign and return a copy to you for your files.

Verification of Transportation Training for General ERC Staff

The Elizabeth Richardson Center's (ERC) policy is to provide safe transportation. I have received training, had the opportunity to ask questions and agree to comply with the following as part of my duties when driving a vehicle owned by the ERC.

I, _____ (Employee name) agree to and will comply with the following guidelines: **I will:**

1. Follow all ERC Transportation Policies and I state that I have received a copy of these guidelines for my personal use. **These policies specify that I may not use a company vehicle for personal use.**
2. When I drive an ERC vehicle, I will accurately complete all required transportation documentation that includes:
 - a. Vehicle log book
 - b. Gas receipts
 - c. Accident/Critical Incident forms (as needed)
 - d. Other documentation as requested by supervisor
3. Report all serious vehicle problems immediately by calling 479-599-9063.
4. For missing documentation and forms, let your supervisor know or call 479-872-1800 x218.
5. Report all unsafe conditions to my supervisor immediately
6. Make sure that I have either an ERC cell phone or my own personal cell phone (and that they are charged and ready to use) so I can contact someone in case of an emergency.
7. **NEVER** leave a consumer alone in the van.
8. Make sure the vehicle is locked when it is parked outside any ERC facilities.
9. Always make sure that an ERC staff member has been notified and has taken responsibility for that consumer if I am transporting them to another facility.
10. Always notify someone at the job site in the community that the consumer is on the premises.
11. Never leave a consumer alone at an interview or an appointment in the community.
12. Make sure the vehicle I am driving is kept free from trash, and not allow smoking, eating or drinking. (Water may be consumed while in ERC vehicles.)
13. **Notify the RI transportation supervisor at 479-872-1800 x216** if I am involved in an accident while driving an ERC vehicle. After all paperwork at the scene has been completed, I must report to HR or the ICF homes for a mandatory drug test per ERC policy.
14. **NEVER** leave the vehicle unattended while transporting consumers.
15. **NEVER leave the van unattended when it is running or the keys are in the ignition.**
16. **NEVER leave the van unlocked at any time.**
17. I understand it is my responsibility to notify ERC Human Resources if I am ticketed for any moving violation at any time – not just when I am transporting ERC clients – and that this could affect my employment status with ERC.
18. State that I understand that violating the above guidelines could result in personnel action up to and including termination.

I have completed a minimum of 3 hours of training that includes:

- a. Transporting passengers with special needs & Defensive Driving
- b. Vehicle maintenance programs

By signing this form, I attest that I have no medical or physical condition (including vision impairment) that cannot be corrected and that could interfere with safe driving, passenger assistance and emergency treatment activity, or could jeopardize the health and welfare of a client or the general public. I further state that I will notify ERC if my health or physical condition changes to such an extent that it may interfere with my ability to provide safe transportation.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____