

I. TRANSPORTATION

- A. Safe Transportation
 - 1. The ERC will provide safe and efficient transportation for approved individuals participating in ERC programs and follow all state and federal transportation requirements.
 - 2. ERC will transport service animals with consumers on vehicles
NOTE: Consumer must have supporting documentation from physician that the service animal is needed.
 - 3. ERC will transport individuals using respirators or portable oxygen.
 - (1) The individual must have supporting documentation from physician that the individual needs portable oxygen.
 - (2) ERC must provide safe transportation for any individual with portable oxygen or a respirator.
- B. ERC staff will make sure that copies of transportation policies are located in each ERC vehicle.
 - 1. This includes all vans, buses, mini-vans, automobiles and trucks owned and/or operated by ERC for ERC business.
- C. ERC will follow a regular maintenance schedule and maintain a copy of all repairs for all of its vehicles.
- D. All ERC vehicles will be licensed by the State of Arkansas, as required by law.

II. Efficient Transportation

- A. Priority
 - 1. Individuals enrolled in a DDTCS (Developmental Day Treatment Clinic Service) Program who attend at least five (5) hours per day and five (5) days per week will be given first transportation priority.
NOTE: Transportation will only be provided for adults currently enrolled in the Elizabeth Richardson Center's Intermediate Care Facilities, Home and Community Based Waiver, Life Skills or Richardson Industries programs.
 - 2. Adults enrolled in Work Assessment/Work Adjustment Program who attend a full day; five (5) days a week will be given second priority.
 - 3. All other adults will be given third priority.
- B. ERC will transport individuals to and from predetermined centralized locations to be determined by ERC staff.
 - 1. To insure the health and safety of consumers, ERC vans will attempt to schedule routes so consumers are not on a van longer than one (1) hour coming to and one (1) hour after leaving services.
- C. ERC will provide transportation for clients that supports and enhances that client's individual plans.
 - 1. In a vehicle with more than ten (10) people, and/or persons who have medical conditions, young or severely disabled will be accompanied by a responsible person/transportation aide in addition to the driver.
- D. In a vehicle transporting adults, a responsible person can be defined as a staff, or volunteer.
- E. In cases when the family or responsible person dropping off or picking up the individual is late five (5) minutes or longer, three (3) times in a thirty (30) day period, transportation services may be suspended for up to one (1) week.

1. Transportation services may be terminated if there are continued violations of this policy.
- F. ERC vehicles will not transport anyone or anything other than ERC clients/staff or ERC business unless prior approval of the Executive Director or his/her designee.
1. Violators of this policy will be subjected to immediate disciplinary action, up to and including termination.
- G. ERC vehicles will not be used for personal business or pleasure at any time.

III. **Transportation Procedures**

- A. Each van will keep service logs (trip sheets) that include:
1. Date of service
 2. Client's name
 3. Pick-up and destination for each trip
 4. Total mileage
 5. Driver's signature
- B. Any ERC employee who drives any ERC vehicle at any time is responsible for completing the safety checklist that includes the following items BEFORE and AFTER they use the vehicle:
1. Check headlights and windshield to be sure they are clean
 2. Check for damage to vehicle
 3. Check tires for proper inflation and tread
 4. Check doors to see if they open and close properly
 5. Check seat belts and tie-downs
 6. Check first aid kit
 7. Check fire extinguisher
 8. Check for emergency triangles & flares
 9. Check all gauges and instruments
 10. Check ramps and controls to make sure they are working properly
 11. Look for tears in upholstery
 12. Report any and all malfunctions to the Transportation Coordinator
- C. Avoiding Accidents - The best way to avoid an accident is:
1. To recognize the potential trouble
 2. Act before becoming involved
 3. Eliminate the problem before there is one.
- D. Backing out of parking spaces
1. Many accidents happen when two (2) vehicles are backing out of "angle parking spaces" at the same time. This is especially true with pickups, SUVs and vans which must rely exclusively on outside mirrors and have very large blind spots.
 2. Look for parking spaces where it is possible to drive forward out of the space.
 3. Forward visibility is always better than to the rear - especially in large vehicles.
- E. Right Turns
1. In Arkansas, it is legal to turn right on a red light - except where posted otherwise
 2. After coming to a complete stop - if it is safe to do so
 3. Always signal well in advance of any turn.

- F. Left Turns
 1. Always signal well in advance of any turn
 2. Make sure that any turn will be clear of on-coming traffic
 3. Always turn into the closest lane on a multi-lane street
 4. Stay in the proper lane. DO NOT turn into the left lane unless you intend to make a left turn immediately.
- G. Changing Lanes
 1. Always signal before changing lanes.
 2. Never change lanes in the middle of an intersection.
- H. Following Distances
 1. Most rear-end collisions are caused by following another vehicle too closely.
 2. Recommended following distances during daylight hours in clear weather:
 - a) Under 40mph – 4 second following distance
 - b) 40mph and over – at least 5 second following distance
 3. Increase the following distance at night.
 4. Increase the following distance when it is foggy, raining, snowing or the roads are icy.
- I. Speed Limits
 1. Always observe the posted speed limit.
 2. Reduce speed on wet, snow or ice covered roads or in fog.
- J. Railroad Crossings
 1. Always stop at railroad crossings
 2. Always look both ways before proceeding across the railroad tracks.
- K. School Buses and School Zones
 1. Maintain appropriate speed limits in school zones (20mph when school children are present)
 2. All vehicles either following a school bus or approaching a school bus MUST STOP when the yellow lights start flashing indicating that the bus will be stopping.
 3. Never go around or pass a school bus - even on a four (4) lane street.
- L. Emergency Vehicles
 1. Always yield the right of way to any emergency vehicle that is using sirens or flashing lights.
 2. To "Yield the right of way" is defined: "As quickly as possible and in a safe manner, move to the lane closest to the side of the road and come to a complete stop until the emergency vehicle(s) has passed by your vehicle."
 3. Before accelerating into the flow of traffic after an emergency vehicle has passed, check carefully to be sure that there are no more emergency vehicles coming.

IV. Vehicular Accident Procedures

- A. When an accident occurs:
 1. You must always call the police and wait for them to arrive
 2. If anyone is hurt, call 9-1-1.
 3. Report the accident to your Supervisor, the ERC Transportation Coordinator, or the Residential Facilities Manager or designee.

4. Fill out Insurance forms that are kept in all ERC vehicles
 5. Return the forms to the ERC Transportation Coordinator or to the Accounting Office as soon as possible and no later than twenty-four (24) hours after the accident.
- B. If an employee is involved in any accident:
1. During regular business hours - no matter who is determined to be at fault - the employee involved in the accident MUST report to the DHR immediately for drug testing.
 2. If the accident occurs after regular business hours - or if the DHR is not available – employee must immediately go to the nurse at the ICF-MR homes for drug testing.
- C. ICF-MR Nursing staff that are on the 3pm-11pm, 11pm-8am and weekend shifts are responsible for drug testing when a transportation accident occurs after business hours, weekends or if HR is not available.
- D. Nursing staff may only drug test employees for transportation related accidents during the above specified times or when HR is not available.
- E. A drug testing form must be completed reflecting drug testing results and returned to DHR.
- F. If drug test is positive, the drug testing form must reflect the results as positive with a note stating the employee was sent for re-testing.
1. All test results are confidential and any breach of confidentiality will result in termination of employment.
 - a) IF POSITIVE, the employee must be sent to the Arkansas Occupational Health Clinic at 4001 Wagon Wheel Road, Springdale to be re-tested.

V. Waiver Transportation Documentation Procedures

- A. ERC Waiver staff must document and maintain a record of:
1. Each service-related consumer contact
 2. Information on each service delivered, including:
 3. date of contact
 4. type of contact
 5. name(s) of person(s) having contact with the client
 6. Each episode of service that includes a description of the service provided
 7. The date and time of consumer pick-up and delivery
 8. The name and signature of the driver
 9. Name and signature of the consumer to whom transportation services were provided.

VI. Approved Drivers list

- A. ERC will not allow any individual to drive any ERC vehicle unless they are on the ERC's Approved Drivers List that is maintained in the Human Resources office.
- B. All ERC drivers must:
1. Provide a copy of their current driver's license;
 2. Meet all licensing guidelines that include background checks and fingerprints;
 3. Have a clean drug test annually;
 4. Have no serious moving violations;
 5. Meet ERC insurance carriers qualifications on an annual basis.

- C. Any driver with any of the following over the past three (3) years will not be on the Approved Drivers List.
 - 1. More than two (2) moving violations;
 - 2. More than two (2) accidents;
 - 3. More than one (1) accident in any one (1) year;
 - 4. Speeding more than 80 miles per hour;
 - 5. Other driving issues that are not acceptable;
 - a) Suspension or revocation of other than failure to pay fines;
 - b) Driving under the influence of alcohol or drugs;
 - c) Careless driving;
 - d) Negligent homicide arising out of the use of a motor vehicle;
 - e) Operating a vehicle during a period of revocation or suspension;
 - f) Using a motor vehicle for the commission of a felony;
 - g) Aggravated assault with a motor vehicle;
 - h) Operation of a motor vehicle without owners authority;
 - i) Operating a motor vehicle while unlicensed.
 - j) Speed contests;
 - k) Any other criminal use of a motor vehicle.
- D. Any employee under the age of twenty-one (21) years of age may not drive an ERC vehicle.
- E. Employees from the age of twenty-one (21) to twenty-five (25) may be given responsibility to drive ERC vehicles but must have prior approval from the insurance carrier.
- F. It is the employee's responsibility to inform the HR department if they have received a ticket for any reason – whether or not it was in the performance of their job at ERC or if they were transporting clients. This could affect the status of the employee's employment at ERC.

VII. Driving ERC Vehicle Home

- A. ERC staff may be permitted to drive ERC vehicles home when it is in the best interest of ERC because of safety or for approved business reasons.
- B. For a staff member to receive permission to drive an ERC vehicle home:
 - 1. Permission must be granted by the Executive Director or his designee.
 - 2. ERC staff member must be on the Approved Drivers List that is maintained by the Human Resources office.
 - 3. The driver must provide the ERC business office with a copy of their current automobile liability coverage with a minimum of \$50,000/ 100,000/ 50,000 coverage as well as having non-insured driver coverage.
 - 4. If there is any change in coverage, or when the policy is renewed annually, copies must be provided to the DHR within thirty (30) days of the change.

VIII. Employees transporting clients in personal vehicles

- A. ERC staff may be permitted to transport clients in their own vehicles if:
 - 1. They are on the Approved Driver's List;
 - 2. Prior permission must be obtained from the Executive Director or his designee (unless it is part of the employee's posted job description.)

3. The driver must provide the DHR with a copy of their current automobile liability coverage with a minimum of \$50,000/ 100,000/ 50,000 coverage as well as having non-insured driver coverage.
 4. If there is any change in coverage, or when the policy is renewed annually, copies must be provided to the DHR within thirty (30) days of the change.
- B. Transportation will be provided for Waiver and Adult employment services clients and is part of that client's program plan.
1. If the primary vehicle provided to transport a client to a community activity or other resource is out of commission, another vehicle will be provided so that the client(s) will be able to access this community activity or resource.
 2. Transportation will also be provided in case of an emergency or extenuating circumstance and only with prior permission of the ERC Program Director or designee.

IX. All ERC vehicles will be covered by:

- A. Liability insurance in the amount of \$1,000,000 for each accident for Bodily Injury and Property Damage, Uninsured Motorist, Under-insured Motorist and Hired and Non-Owned Liability.
- B. Plus \$5,000 for medical payment for each person.
- C. Comprehensive, Collision and Towing and Labor insurance coverage will be vehicle specific and on an insurance schedule provided by the insurance carrier.

X. VEHICLE EVACUATION PROCEDURES

- A. An emergency situation can happen to anyone, anytime, anywhere. It could be a crash, a stalled van/bus on a railroad-highway crossing or in a high-speed intersection, an electrical fire in the engine compartment, a medical emergency to a consumer on the van/bus, etc. Knowing what to do in an emergency-before, during and after an evacuation-can mean the difference between life and death.
- B. As a driver, you have an important responsibility for the welfare and safety of your passengers. You must be prepared to provide evacuation assistance to all passengers in your vehicle. Training helps you to fulfill that responsibility.
- C. Evacuation should be considered hazardous under the best of condition. Hazards increase if the evacuation must be done in a hurry.
- D. Vehicle Location
 1. Once you become aware of a possible emergency and you have stopped your vehicle, note its location.
 2. Be aware of its position relative to the nearest cross street, road or widely recognized landmark.
 3. Another important factor when assessing your vehicle's location will be the terrain characteristics. The following must be considered when determining what to do:
 - a. Are you stopped on a hill?
 - b. Are you facing uphill or downhill?
 - c. Are you stopped on the shoulder? Is the shoulder wide enough to accommodate the vehicle? Is the shoulder flat or on an incline? Is it grassy, rocky, bushy or is there a ditch?
 - d. Are you on a curve?

- e. Can oncoming traffic see you clearly in sufficient time to avoid you?
 - f. Does the road have a crown? (Is it higher in the center and taper off toward the sides?)
 - g. Are you on a divided highway, multi-lane undivided highway or a two-lane road?
 - h. Is your vehicle completely off the road or is it in an area where it might be struck by another vehicle? Is it in a ditch or a driveway?
 - 4. The above conditions must be considered in conjunction with the vehicle's position.
 - a. Is the vehicle level?
 - b. Is the front end up or down?
 - c. Is the vehicle tilted on its side to some degree?
 - d. Is it resting on its side, left or right, or resting on its top?
- E. Determine Need to Evacuate Van/Bus. The first and most important consideration is for you to recognize the hazard. If time permits, van drivers should contact the Transportation Manager to explain the situation before making a decision to evacuate the van/bus.
- F. As a general rule, consumer safety and control is best maintained by keeping consumers on the van/bus during an emergency and/or impending crisis situation, if so doing does not expose them to unnecessary risk or injury. Remember, the decision to evacuate the van/bus must be a timely one.
- G. A decision to evacuate should include consideration of the following conditions:
 - 1. Is there a fire or danger of fire?
 - 2. Is there a smell of raw or leaking fuel?
 - 3. Is there a chance the van/bus could be hit by other vehicles?
 - 4. Is the van/bus in the path of a sighted tornado or rising waters?
 - 5. Are there downed power lines?
 - 6. Would removing consumers expose them to speeding traffic, severe weather, or a dangerous environment such as downed power lines?
 - 7. Would moving consumers complicate injuries such as neck and back injuries and fractures?
 - 8. Is there a hazardous spill involved? Sometimes, it may be safer to remain on the van/bus and not come in contact with the material.
- H. Determine if evacuation is in the best interest of safety.
- I. Communicating with Passengers and other staff/attendants
 - 1. In an emergency, most passengers will look to you, the driver, for directions.
 - 2. You represent authority and must take initial control and the lead.
 - 3. REMAIN CALM – passengers and other staff will take their lead from you.
 - 4. Being well trained in evacuation emergencies will make it easier for you to remain calm.
 - 5. Time and conditions permitting, tell passengers in a calm, clear, concise and confident manner that there is an emergency.
 - a. Give a brief explanation and tell them what they need to do. This will help reduce passenger anxiety and hysteria.
 - b. Passengers should be advised that help is on the way, but for their safety, they need to leave the vehicle.

- c. Inform those passengers who need your assistance that it will be provided.
 - d. Continue to reassure passengers while you perform your duties will also forestall panic.
- J. Mandatory Evacuations - The driver must evacuate the van/bus when:
 1. The van/bus is on fire or there is a threat of a fire.
 2. The van/bus is stalled on or adjacent to a railroad-highway crossing.
 3. The position of the van/bus may change and increase the danger.
 4. There is an imminent danger of collision.
 5. There is a need to quickly evacuate because of a hazardous materials spill.
 6. Be Prepared and Plan Ahead
 - a. Teach the assistant or a capable client how to assist the consumers off the van/bus.
 - b. Driver will lead the consumers to a "safe place" after evacuation.
 - c. Emergency evacuation procedures must be explained to all consumers.
 - d. This includes knowing how to operate the various emergency exits and the importance of listening to and following all instructions given by you.
 7. Determine the best type of evacuation:
 - a. Front, rear or side door evacuation, or some combination of doors.
 - b. Roof or window evacuation.
 8. Secure the van/bus by:
 - a. Placing transmission in "park", or if there is no shift point, in neutral.
 - b. Setting parking brakes.
 - c. Shutting off the engine.
 - d. Removing ignition key.
 - e. Activating hazard-warning lights.
 9. When time allows, notify transportation manager or designee for your program.
 10. Inform them of evacuation location, conditions, and type(s) of assistance needed.
 11. Driver should take the cell phone for later use.
 - a. If cell phone is inoperable, dispatch a passing motorist or area resident to call for help.
 - b. As a last resort, send assistance to go for help.
 12. Order the evacuation.
 - a. Evacuate consumers from the van/bus.
 - i. Do not move a consumer you believe may have suffered a neck or spinal injury unless his or her life is in immediate danger.
 - ii. Special procedures must be used to move neck spinal injury victims to prevent further injury.
 - b. Driver will lead students to the nearest safe place.
 - c. Assistant or capable adult will walk through the van/bus to ensure no consumers remain on the van/bus.

- d. Retrieve emergency equipment and route book.
 - e. Join waiting consumers.
 - f. Account for all consumers using the route book and checking off the consumers that are present and check for their safety.
 - g. Protect the scene.
 - h. Set out emergency warning devices as required by law.
 - i. Prepare information from the route book for emergency responders.
13. Some tips to determine a safe place:
- a. A safe place will be at least 100 feet off the road in the direction of oncoming traffic. This will keep the consumers from being hit by debris if another vehicle collides with the van/bus.
 - b. Lead consumers upwind of the van/bus if fire is present.
 - c. Lead consumers as far away from railroad tracks as possible and in the direction of any oncoming train.
 - d. Lead consumers upwind of the van/bus at least 300 feet if there is a risk from spilled hazardous materials.
 - e. If the van/bus is in the direct path of a sighted tornado and evacuation is ordered, escort consumers to a nearby ditch or culvert if shelter in a building is not readily available, and direct them to lie face down, hands covering their head. They should be far enough away so the bus cannot topple on them. Avoid areas that are subject to flash floods.

XI. EVACUATION OF PASSENGERS IN WHEELCHAIRS

- A. Passengers in wheelchairs present two elements for assessment.
 - 1. Can the lift be utilized in the evacuation process?
 - 2. Cold weather will cost significant loss of time to deploy the lift.
- B. If the emergency was caused by a collision, the impact may have rendered the lift inoperable.
- C. The electrical system could now be a danger due to shorting.
- D. There is a potential for fire due to ignition of leaking fuel.
- E. You (or passengers) may be injured due to high amperage of the electrical current.
 - 1. How do you remove the passenger from the vehicle?
 - a. If the vehicle impact forces were high, the wheelchair may have sustained damage that may not be readily apparent.
 - i. Do not waste time removing seatbelts and tie-downs only to find the wheelchair is inoperable.
 - ii. Also passengers may be reluctant to leave their wheelchairs behind because without them they are totally immobile.
 - iii. However, saving the passenger's life is paramount.
 - iv. If time and conditions permit, the wheelchair can be removed later.

F. OTHER THINGS TO CONSIDER

1. *Care must be employed when deciding to use ambulatory passengers or passersby in the evacuation process.*
2. *Unnecessary injury will be prevented if you remain calm and give clear, concise instructions to those helping.*
3. *Lead by example when demonstrating hand, feet or body placement.*
4. *Be clear with your commands during lifts and other maneuvers. (Use a "3 count" method rather than using a single word command like "go" or "lift".)*

G. CHAIN OF COMMAND

1. Remember – as the driver of your vehicle, you are responsible for directing passengers and passersby.
2. However, once public safety personnel arrive, you will turn over command and control of the emergency to them.
3. At this point, your responsibility shifts to the care and needs of your passengers.

XII. TRAINING REQUIREMENTS BY PROGRAM/JOB RESPONSIBILITIES - Transportation SECTION 6: DRIVERS WHO WILL BE TRANSPORTING CLIENTS - In addition to the required training listed in Section 1 & 2, all drivers who will be transporting clients must also take the following driving class depending on the type of driving they will be doing in the performance of their job.

A. AD Case Managers - Waiver staff - and Community Employment staff:

(These staff members drive clients in their own vehicles or ERC vehicles.)

1. Defensive Driving + Driving with clients (3 hours).
2. They must provide copy of driver's license and clean MVR record to HR to be on ERC's Approved Drivers List.
3. RENEWAL/RE-CERTIFICATION - ERC requires that they renew this training every three (3) years or in case of an accident.

B. Adult staff who will be driving buses/vans with clients whether they are driving a regular route or transporting ICF clients to outings.

(This is limited to vans under 15 passengers that do not require a CDL license.)

1. Defensive Driving + Driving with clients + van driver safety + training on the route(s) (6 hours). This course includes additional orientation to the van, safety/emergency procedures, wheelchair lifts and securing wheelchairs, operation of a mechanical lift, etc.
2. They must pass an on-the-road driving test in a van administered by an experienced van driver/trainer.
3. If they will be driving a route - This course also includes additional training on the actual route(s) that will be driven and orientation to the clients on those routes.
4. They must provide copy of driver's license and clean MVR record to HR to be on ERC's Approved Drivers List.
5. RENEWAL/RE-CERTIFICATION - ERC requires that they renew this training every three (3) years or in case of an accident.

- C. Adult staff who have a CDL license and will be driving a van that holds more than 15 passengers
1. They must provide copy of their CDL license and it must have the P endorsement.
 2. Defensive Driving + Driving with clients + van driver safety + training on the route(s) (6 hours).
 3. This course includes additional orientation to the van, safety procedures, operation of a mechanical lift, etc.
 4. They must pass an on-the-road driving test in a van administered by an experienced van driver/trainer.
 5. This course also includes additional training on the actual route(s) that will be driven and orientation to the clients on those routes.
 6. They must provide a clean MVR record to HR to be on ERC Approved Driver's List.
 7. RENEWAL/RE-CERTIFICATION - ERC requires that they renew this training every three (3) years or in case of an accident.
 8. They must meet all state requirements to maintain their CDL license.



Verification of Transportation Training for Van & Route Drivers

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 these guidelines: I will:

1. Follow all ERC Transportation Policies & procedures 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. Accurately complete all required transportation documentation that includes:
 - a. Driver's Daily Pre-Trip Inspection Form
 - b. Client Trip Sheets-completed daily
 - c. Accident/Critical Incident forms (as needed)
 - d. Gas receipts
 - e. Other as required
3. Report all vehicle problems immediately by calling 479-872-4663 x11 or 479-422-1663. This includes missing documentation and missing emergency consumer information.
4. Report all unsafe conditions to my supervisor immediately – including any difficulties I have with consumers while transporting.
5. Notify the Transportation Coordinator at the above numbers if I am involved in an accident. After I have completed all paperwork at the scene, I will immediately report to the ICF homes for a mandatory drug test as required by ERC policy.
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's location until I can visually see that they are able to get into their residence or pick-up point vehicle to insure they are not locked out or in potential danger.* If the consumer is unable to get into their residence, I will attempt to call the consumer's residence or emergency phone number. If there is no answer I will take the consumer with me and complete the route. I will attempt to call their residence when vehicle is stopped when off-loading another consumer. If there is no answer at the end of my route, I will take the consumer to the ICF-MR for them to contact the family.
8. *NEVER* alter the route or change pick up locations without the approval of the Transportation Manager or designee unless it is an emergency.
9. Make sure the vehicle I am driving is kept free from trash, & not allow smoking, eating or drinking. (I do understand that it is all right for clients to drink water on the bus.)
10. *NEVER* leave the vehicle unattended while transporting consumers.
11. *NEVER* leave a van unattended when it is running or the keys are in the ignition.
12. *NEVER* leave the van unlocked at any time.
13. 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.
14. State that I understand that violating the above guidelines could result in personnel action up to and including termination.

I have completed the 6 hours of required training that includes:

- a. Transporting passengers with special needs & Defensive Driving
- b. Vehicle maintenance programs
- c. Emergency procedures for rural route drivers
- d. Vehicle training and on the road test

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: _____