**E**mployee’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**P**osition: (**DSP) Direct Support Professional**

**D**ate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The policies, procedures, and practices for transportation of persons supported or served in residential services and in programs that require movement of persons served from place to place.

This P&P apply to all vehicles used, including:

1. Vehicles owned or leased by the organization;
2. Vehicles owned or leased by subcontractors; and
3. Use of personal vehicles of staff.

Policies and Procedures include, but are not limited to:

1. Authenticating licenses of drivers;
2. Proof of insurance;
3. Routine maintenance;
4. Requirements for evidence of driver training;
5. Safe transport of persons served;
6. Requirements of maintaining an attendance log of persons while in vehicles;
7. Safe use of lift;
8. Availability of first aid kits;
9. Fire suppression equipment; and
10. Emergency preparedness
11. Staff supervised on at least 1 trip with individuals being served

I have been given a copy of Sanzie Healthcare Services, Inc. *Transportation Policy*. I understand that Sanzie Healthcare Services, Inc. has the right to change this policy at any time. As a staff member of the facility, it is my duty and responsibility to be aware of any changes to ensure I am in compliance with adhering to the Transportation Policy Rules. I may obtain a current copy by contacting the Corporate Office.

**My signature below acknowledges that I have been provided with a copy of the *agency Transportation Policy & Procedures and that I have completed the one day supervised driver training.***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Printed Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sandra Agazie, CEO**  Date