



## Transportation Procedure

All employees and volunteers of Family Service Agency must meet the following requirements:

1. All employees and volunteers must maintain on file a copy of the current Illinois Drivers License and proof of automobile insurance. Required amounts for insurance are \$100,000 per person; \$300,000 per occurrence for bodily injury.
2. All employees and volunteers must maintain on file a signed copy of the *Transportation Agreement*.
3. Employees and volunteers must complete training in passenger restraint systems during employee orientation.
4. Any change in the status of the employee or volunteer's driving license or insurance coverage must be reported to the immediate supervisor within twenty-four hours.
5. Employees and volunteers who do not meet the requirements noted above **and** wherein the transportation of clients is not an essential function of the job will discuss the matter with their supervisor. The status of such employees and volunteers will be determined by the supervisor.
6. Employees and volunteers of Family Service Agency are not allowed to use any client vehicle at any time.

I have read and understand the *Transportation Procedure*, and I agree to adhere to all of the provisions of that procedure.

\_\_\_\_\_  
Employee/Volunteer Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***If your program does not require a driver's license and/or vehicle and you do not have a driver's license and/or a vehicle, please initial the following as it applies to your situation:***

\_\_\_\_\_ Currently, I do not have a vehicle. If this changes, I will notify Family Service Agency, and I will show proof that I am insured as required.

\_\_\_\_\_ Currently, I do not have a Driver's License. If this changes, I will notify Family Service Agency, and I will provide a copy of the valid Driver's License.