
Transportation Guidelines

PURPOSE: *To provide a safe and efficient system of transportation for consumers.*

Self-Directed Employees (SDE) may be responsible for transporting the consumer to and from services or service activities. The SDE must ensure certain safety elements are in place to ensure safe transportation occurs.

All Agency with Choice Self Directed Employees (SDE) with driving as part of his/her job responsibilities, are required to adhere to the procedures outlined in the Transportation Guidelines. All vehicles driven by a SDE to transport a consumers must comply with current federal and NJ Motor Vehicle Commission safety and licensing regulations. No SDE may provide transportation until a Motor Vehicle Record has been obtained and the SDE has met the licensing regulations of the State of New Jersey Motor Vehicle:

- SDE maintains a valid driver's license
- Abstract does not exceed 5 points

PROCEDURE:

Safety:

The SDE driver shall be considered the responsible party in all matters regarding the safe operation of the vehicle used to transport the consumer.

1. Prior to operating a vehicle, the SDE shall ensure that the license, registration and inspection sticker are current.
2. SDE shall ensure that the vehicle is safe to operate.
3. SDE shall ensure that the vehicle seat belts are in good working condition.
4. If the consumer is transported in a wheelchair, the SDE must receive training on how to secure the wheelchair for transport.
5. SDE will ensure the wheelchair tie-downs are in good working condition.
6. SDE shall ensure the consumer is properly secured (seat belts and/or wheelchair tie-downs).
7. SDE shall ensure that all objects that could be considered projectile, are secured.
8. Non-ambulatory passengers shall be transported in vehicles that are equipped for their special needs, including wheelchair lifts and an adequate area for wheelchairs.
9. If the SDE carries a cellphone when providing services in the community, SDE must pull over to the side of the road when using the phone.

10. SDE is responsible for paying any and all tickets, court cost, etc. for violation of motor vehicle laws and regulations when using a vehicle as part of his/her job responsibilities.
11. Notify Customer Service Team of any changes in driver's license status or motor vehicle record.
12. Ensure the motor vehicle used to transport the consumer is maintained in a safe driving condition.
13. Maintain automobile liability insurance limits of not less than the minimum required by law for the state the SDE resides.
14. Notify Customer Service Team of significant changes to his/her insurance coverage.
15. If the SDE has driving as one of his/her job responsibilities, the Human Resources Department will obtain a completed Driver History Form from the SDE to obtain a Motor Vehicle Record (MVR) for evaluation.
16. The MVR of the SDE must be obtained and reviewed PRIOR to the SDE being granted driving privileges.
17. If the SDE is considered "high risk", he/she will not be granted driving privileges.
18. If a work-related accident occurs, the SDE must notify the Customer Service Team as soon as possible and if the consumer is in the vehicle immediately notify their family member.
19. If the SDE has any illness, injury, physical condition or use of medication that may impair or affect their ability to safely drive a motor vehicle; and/or the suspension, revocation, administrative restriction or moving violation on their driver's license, they must notify their Managing Employer and the Customer Service Team.
20. Any SDE driver will be subject to disciplinary action, up to and including separation if that employee is convicted of driving while intoxicated (DWI) or other unlawful acts while employed with Agency with Choice.
21. The Managing Employer and the SDE are both responsible for signing the Transportation Agreement Form and the form must be returned to the Customer Service team for inclusion in the SDE's personnel file.

**Agency with Choice
Transportation Agreement Acknowledgment**

I, _____ (Print name of Managing Employer) have read, understand and agree to the AwC Transportation Guideline and my SDE **WILL BE** providing transportation. I further agree that it is my responsibility to inform Agency with Choice of any changes to the SDE's requirements as soon as I am made aware of them.

Please select and attach a clean copy of the SDE's current driver's license and insurance card _____ here.

Signature of Managing Employer

Date

Print name of SDE

Signature of SDE

Date