



## Considerations for Driver Qualifications

1. It is strongly recommended that all drivers who transport program participants be at least [21] years of age and insurable. Drivers must have a valid license for the class of vehicle they drive that is recognized in the state the organization is chartered in.
2. If employees drive personal vehicles for work, they should present a current personal insurance card. Employees should not drive program participants in their personal vehicles except in emergency situations.
3. Volunteers should not drive program participants in their personal vehicles.
4. A MVR (Motor Vehicle Report) should be obtained on all drivers prior to using vehicles and again on an annual basis. Standard for traffic convictions should be at least as outlined below:
  - No more than one conviction in the last 2 years
  - No more than two convictions in the last 5 years
  - No history of DUI, reckless driving, vehicular manslaughter, or other felony driving conviction
  - No suspension or revocation of license within the last 5 years
5. Drivers should be required to report any felony convictions or change in driving status immediately. Failure to report these changes may result in discipline, including possible termination.
6. Drivers of passengers shall be trained to assure the safety of each passenger and the property of others. Each driver shall be instructed how to operate the vehicles properly and safely. This training should be vehicle specific and include a road test and annual refresher training.
7. The driver should visual inspection vehicle safety checklist every time they get in to the vehicle and a documented inspection on a weekly basis.
8. There should be at least two adults in any vehicle transporting youth.
9. The driver or another staff person on the vehicle must be trained and responsible for rendering first aid or obtaining first aid in the event of an accident.
10. International staff must have a valid license, recognized in the state of operation, for the type of vehicle they are to drive.