

Area: Transportation

Subject: TR07 - Driver Qualifications

Reference: 1304.52 (b), 1306.21, 1310.16 (a-c), 1310.2 (a)

Policy: SCOE will ensure that when providing transportation services, bus driver qualifications comply with appropriate requirements.

Procedure:

1. Grantee staff will review driver records annually to ensure inclusion of:
 - a. Photocopies of California Drivers License
 - b. Physical Exam signed by a licensed physician
 - c. Disclosures of all moving traffic violations
 - d. Copy of driving record
2. Grantee staff will document findings on the Monitoring Instrument.
3. Grantee staff that drive during work hours will enroll in a Defensive Driving Class and pass the required test.

Supervised by: Director II, Coordinator of Early Childhood Programs

Performed by: Health Services Manager, Child Development Supervisor

Forms needed: Monitor Instrument, Defensive Driving Class manual

Frequency: Annually