



Policy #: T-6

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**Ref #: 1303.72(b);
DCL 1240-04-01-17(10)**

**Policy Council Approval Date:
10/23/18**

COMPONENT: TRANSPORTATION

SUBJECT: DRIVER QUALIFICATIONS

PERFORMANCE OBJECTIVE: To ensure that persons who drive vehicles used to provide services must hold and maintain a valid CDL license, be physically and mentally fit to perform the duties of their job, pass a drug and alcohol screening, and have a clean driving record.

POLICY AND PROCEDURE:

Drivers will hold a valid Commercial Driver's License (CDL) for vehicles in the same class as the vehicle the driver will operate.

Drivers will meet any physical, mental, and other requirements established under applicable law or regulations as necessary to perform job-related functions.

A background check and driver's record check will be performed on each applicant before hire.

Drivers will be drug tested prior to employment.

All drivers must pass a current Day Care Licensing and also a Commercial Driver's License physical.

All drivers will attend training three times per year on the transportation component for Day Care License, Head Start Final Rule Training, and training required by the State of TN.

All Head Start vehicle drivers will be required to provide a copy of a valid driver's license, proof of insurance, and consent to random driver's license report checks.