

Catholic Charities Diocese of Palm Beach, Inc.

Policy and Procedures Manual

No. of Policy 5005

SUBJECT: TRANSPORTATION OF CLIENTS AND MAINTENANCE OF VEHICLES

POLICY: Catholic Charities will take a comprehensive approach to the risk management involved in transporting clients to insure their safety and protection.

PROCEDURES:

- 1) Each employee that will be transporting clients will verify that they have a current driver's license and the agency will obtain a driving record annually.
- 2) In programs which require routine transportation of clients, available Agency vehicles are to be utilized. When a client must be transported in an employee's personal vehicle, a second employee should be present, especially in the case of a minor.
- 3) Each employee that transports clients will show proof of their car insurance annually.
- 4) All vans or other vehicles operated by Catholic Charities will have a monthly inspection to assure an up-to-date safety and maintenance schedule.
- 5) All vehicle insurance policies will be kept current and on file.

AUTHORIZED DATE: 01/11/01

REVISED DATE: 06/25/09