

**NeighborImpact Head Start & Early Head Start
Policy & Procedure**

Section: Program Design & Management	PC Approval Date: 5/5/03, 7/18/18
Title: Driver Qualifications	Updated: 11/3/17
Policy #: HS-29	NI Board Approval: 9/12/19
Forms Required:	
Performance Standards: 1303.72(b)(1-2), 1303.72(c)(2-4) 1303.72(d)(1) 1303.72(d)(2)(i) 1303.72(d)(3)	Page 1 of 2

Policy: All CDL and School Bus Certificate holders will complete a minimum of 8 hrs of classroom training per year. They will also keep current all certificates necessary to hold these licenses. All drivers will be evaluated during route driving to assure all rules, regulations are being followed, and safe transportation is being provided.

Purpose: The agency ensures that persons driving vehicles used to provide transportation services are qualified to do so.

Procedure:

- A. Drivers must have a valid Commercial Driver's License (CDL) and School Bus Certificate for vehicles in the same class and size as the vehicle the driver will be operating.
- B. Drivers must meet any physical, mental, and other requirements established under applicable law or regulations as necessary to perform job-related functions with any necessary reasonable accommodations.
- C. A Medically Qualified Court Print driving record of the Commercial Driver's License will be obtained and reviewed every year.
- D. School Bus Certificates, which include a driver's physical, will be renewed every 2 years for drivers under the age of 55 and every year for drivers 55 years and above.
- E. There is an applicant review process for use in hiring drivers.
- F. Applicants for driver positions are advised of the specific background checks required at the time, an application is made, and that there are criteria for the rejection of unacceptable applicants.
- G. The applicant review procedure includes, at minimum:
 - 1. that staff and consultants have the knowledge, skills, and experience they need to perform their assigned functions responsibly;
 - 2. that only candidates with the qualifications specified are hired;
 - 3. Current and former Head Start parents receive preference for employment vacancies for which they are qualified;

4. Staff and program consultants are familiar with the ethnic background and heritage of families in the program and are able to serve and effectively communicate, to the extent feasible, with children and families with no or limited English proficiency;
 5. Additional disclosure by the applicant of all moving traffic violations, regardless of penalty.
 6. A check of the applicant's driving record through Oregon Department of Motor Vehicles and any other states they have held a license in for the past 3 years.
 7. After a conditional offer of employment to the applicant and before the applicant begins work as a driver, a medical examination, performed by a licensed doctor of medicine or osteopathy, establishing that the individual possesses the physical ability to perform any job-related functions with any necessary accommodations.
- H. The above does not apply to transportation services to children served under the home-based option for Head Start and Early Head Start.