

I. DRIVER QUALIFICATIONS & TRAINING

A. Driver Qualifications

Each driver must meet the following basic qualifications before driving:

1. Department of Transportation Physical Examination (every 2 years after the 1st one)
2. Kentucky Criminal Record (Each year)
3. National Criminal Record (every 3 years).
4. Driving History (Each year)
5. Drug Test (Pre-employment)

B. Driver Training

Each driver must complete the following training before driving:

1. Drug & Alcohol Testing Program Awareness
2. Defensive Driving
3. Disability Awareness (and Passenger Assistance Techniques for drivers of lift-equipped vans)
4. Bloodborne Pathogens (renewed each year or EMT CPR certification valid for one year / EMT HIV/AIDS valid for two years)

The following training must be completed within 90 days of employment:

5. 1st Aid Certification (valid for three years or EMT certificate (valid for two years)
6. Basic CPR Certification (valid for 1 year)

C. Driver Eligibility

Each driver must meet & follow these conditions:

1. Each driver shall be at least eighteen (18) years of age and be legally licensed by the Commonwealth of Kentucky to operate the transportation vehicle to which they are assigned. Note: If a Driver lives in an adjacent state, a valid driver's license from that state is required.

2. Each driver shall have no more than two (2) convictions for moving violations in the last three (3) years.
3. Each driver or attendant shall have no prior convictions of sexual crime or crime of violence.
4. Each driver shall have no prior convictions for any of the following: a) A Class A felony; b) A Class B felony; or c) A sex crime as defined in KRS 17.500.
5. RTEC shall not employ any person to operate a motor carrier vehicle (including certificate holder) if that person has been convicted of any of the following offenses: a) Leaving the scene of a traffic accident; b) Causing a fatality or fatalities through negligent operation of a vehicle; c) Using a vehicle in the commission of a felony involving the manufacture or distribution of a controlled substance.
6. RTEC shall not employ any person to operate a motor carrier vehicle (including certificate holder) if that person has been convicted of any of the following offenses in the past three (3) years: a) Operating a motor vehicle on a suspended license in violation of KRS 186.620(2); b) Operating a motor vehicle twenty-six (26) miles per hour or more in excess of the speed limit in violation of KRS 189.390; or c) Racing.
7. RTEC shall not employ any person to operate a motor carrier vehicle (including certificate holder) if that person has four (4) convictions in the past three (3) years for operating a motor vehicle in excess of the speed limit in violation of KRS 189.390 or for any offense which requires the assessment of penalty points by the department.
8. A Person who has been convicted of a misdemeanor or a felony during the last (5) years shall drive or escort passengers only after review and approval by the broker and the Cabinet.

D. Standards of Conduct for Drivers

Each driver must follow these Standards of Conduct:

1. Each driver shall not use alcohol, narcotics, illegal drugs, or any drugs that impair the ability to perform his/her safety-sensitive duties and no driver shall abuse alcohol or drugs at any time. Drivers and all safety-sensitive employees shall abide by the RTEC's Drug and Alcohol Testing Program requirements. Requirements include pre-employment, random, reasonable suspicion, and post-accident testing.
2. Providers shall require drivers and escorts {provider-provided} to visually wear name tags and company photo identification at all times while on duty.
3. Each driver shall be competent in their driving habits; be courteous, patient and helpful to all passengers; and be neat and clean in appearance.

4. At no time shall a driver or attendant use tobacco products, eat or consume any beverage while in the vehicle or while involved with recipient assistance entering or exiting the vehicle or while in the presence of any recipient.
5. Each driver or attendant shall not wear any type of headphones at any time while on duty.
6. Each driver shall exit the vehicle to open and close vehicle doors for passengers boarding or exiting the vehicle and provide assistance as necessary to or from the main door of the place of destination.
7. Each driver shall properly identify and announce their presence at the entrance of the building at the specified pick-up location if a curbside pick-up is not apparent.
8. Each driver shall assist the passengers in the process of being seated, including the fastening of the seat belt when appropriate. A driver shall confirm, prior to allowing any vehicle to proceed that mobility device and non-ambulatory passengers are properly secured and that all passengers are properly belted in their seat belts.
9. Each driver shall provide support and oral directions to passengers. Such assistance shall also apply to the movement of wheelchairs and persons with limited mobility as they enter or exit the vehicle using the wheelchair lift. Such assistance shall also include stowage of mobility aids and folding wheelchairs for Non-"08" passengers who choose to bring a wheelchair to their destination.
10. A driver shall not be responsible for passenger's personal items and vehicles should be posted as such, however a driver/company shall exhaust efforts to try and return private property to its owner/passenger.
11. Each driver shall wear safety belts.
12. Each driver shall wear a safety belt for lifting to possibly prevent back injury.
13. Each driver shall ensure Federal Motor Vehicle Safety Standards (FMVSS) approved child safety restraints are used in all applicable situations.
14. A driver/RTEC shall notify RTEC and the passenger if they are running behind on schedule that will cause late pick-ups.

Pre-Employment Notification & Acknowledgement

I understand and acknowledge that I will be required to undergo a urine drug test under the authority of the US Department of Transportation (DOT), Federal Transit Administration (FTA) prior to being hired or transferred into a safety-sensitive position as defined in CFR Part 655¹. I understand and acknowledge that I will not be assigned to perform a safety-sensitive function unless my urine drug test has a verified negative result.

(Print Name)

(Signature)

(Date)

Have you tested positive, or refused to test, on any US DOT pre-employment drug or alcohol test administered by an employer to which you applied for, but did not obtain, a safety-sensitive position in the past two years? Please circle your response below:

YES

NO

If you answered YES, can you provide documentation that you successfully completed the US DOT return-to-duty requirements described in 49 CFR Part 40, subpart O? Please circle your response below:

YES

NO

(Print Name)

(Signature)

(Date)

¹A safety-sensitive function, as described in 49 CFR Part 655 Section 655.4 includes: (1) operating a revenue service vehicle; (2) operating a non-revenue service vehicle, when required to be operated by a CDL holder; (3) controlling dispatch or movement of a revenue service vehicle; (4) maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service; or (5) carrying a firearm for security purposes.

NOTICE TO APPLICANT

Rural Transit Enterprises Coordinated, Inc. d/b/a RTEC
Pre-Employment and Reassignment to Safety Sensitive Position, and
Participation in RTEC's Drug and Alcohol Program

AGREEMENT

Dear Applicant or Reassigned Employee:

Your application will be considered incomplete if this notice is not signed and dated!

I _____, understand that I must pass the Department of Transportation drug testing requirements as required by 49 CFR Part 655.

Additionally, in order to qualify as an employee for RTEC's safety sensitive position, the applicant must not have more than two (2) convictions or moving violations in the last (3) years, or have any prior convictions for a drug or alcohol-related offense in the last five (5) years. If applying for a driver or attendant position, the individual must have no convictions of any sexual crime or crime of violence. RTEC's policy is that any person who has been convicted of a felony during the last five (5) years shall not drive or attend passengers.

Also required is the DOT physical and clear police background check before being considered for a safety-sensitive position of employment with RTEC. If employed, I agree to participate in RTEC's Drug and Alcohol Program and ongoing testing under provisions of 49 CFR Part 40 and 655 throughout my employment. I authorize any previous employers to provide records from my personnel file to RTEC that document participation in drug and alcohol programs, including any violation of policy regarding the use or distribution of these substances. I understand that to qualify for employment I cannot have had any positive tests or refusals to test within the past two years on any DOT pre-employment drug or alcohol test administered by a DOT-covered employer for which I was not hired under DOT drug and alcohol testing rule 49 CFR Part 40 as amended. I agree to inform RTEC of any previous violations under this rule. I understand a copy of 49 CFR Part 40 and 655 is available to me upon request.

Furthermore, if given a conditional offer of employment, I understand that I must proceed to the testing site upon notice for pre-employment drug testing and must remain available until the employer receives the test results. If given a conditional offer of employment and the above requirements are met, I will be hired at the will of the employer. If the employer receives a positive test and I am not available during the verification process, the offer of employment is withdrawn and no further obligation of the employer exists.

Signature

Date

General Consent for Limited Queries of the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse

I hereby provide consent to Rural Transit Enterprises Coordinated, Inc. (RTEC) to conduct a limited query of the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse) to determine whether drug or alcohol violation information about me exists in the Clearinghouse. I understand that if the limited query conducted by Rural Transit Enterprises Coordinated, Inc. (RTEC) indicates that drug or alcohol violation information about me exists in the Clearinghouse, FMCSA will not disclose that information to Rural Transit Enterprises Coordinated, Inc. (RTEC) without first obtaining additional specific consent from me. I further understand that if I refuse to provide consent for Rural Transit Enterprises Coordinated, Inc. (RTEC) to conduct a limited query of the Clearinghouse, Rural Transit Enterprises Coordinated, Inc. (RTEC) must prohibit me from performing safety-sensitive functions, including driving a commercial motor vehicle, as required by FMCSA's drug and alcohol program regulations. This authorization will remain valid until revoked by me in writing.

Employee SSN

Employee Printed Name

Employee Signature

Date