**KLAMATH FAMILY HEAD START**

**PERSONNEL**

**POLICY & PROCEDURE #: 708**

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**SUBJECT: LICENSING / DRIVING REQUIREMENTS**

**POLICY:**

Employees must maintain a clean driving record inclusive of drivers license and insurance.

**PURPOSE:**

To allow for mileage reimbursement for personal vehicles and to provide safe drivers with personal vehicle insurance using Head Start vehicles.

**PROCEDURE:**

1. Employees in a position to drive a Klamath Family Head Start vehicle totransport students, parents, community or staff are required to have a valid Oregon driver’s license, carry personal driving liability insurance, provide and purchase DMV record and to disclose their full driving record for the past five (5) years. False information or failure to provide proof of current insurance may be cause for immediate termination of driving privileges. False information will be cause for immediate termination from KFHS.

2. Bus drivers must be certified and pass a required physical before transporting students or family members and must comply with all CDL with “S” endorsement rules and regulations.

3. If the applicant has provided incomplete or false information about their driving and/or criminal records during the application process, this may be cause for immediate termination.

4. Driving records will be reviewed annually by the program designee.

Reviewed: August 2, 2023

Approved by the Policy Council: 2007

Approved by the Grantee Board: 2007

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