

**COMMUNITY ACTION TEAM**  
**CHILD & FAMILY DEVELOPMENT PROGRAMS**  
Transportation Policy for Staff

**I EMPLOYEE TRANSPORTATION:**

Employees using their own transportation on CFDP business:

- A. In order to receive mileage reimbursement you must have current proof of insurance to comply with Oregon State law in your personnel file and have your driver's license on file.
- B. You will be reimbursed according to CAT policy 10.
- C. Car pooling will be used each time 2 or more staff travel to the same location for CFDP meetings, trainings and CAT/CFDP functions. Drivers will be determined prior to the trip, approved by center manager, documented on form 5-11 and kept on file.
- D. If a staff person chooses to drive their vehicle for personal reasons; (i.e. car sickness, leave early, stop somewhere along the way, smoker, etc.) they will not be reimbursed mileage.

**II CFDP BUSES/VAN**

- A. Only people approved by the Insurance Company may drive the buses/van.
- B. To be approved you must:
  - 1. Have a driving record check before hired as bus driver.
  - 2. Have no more than one moving violation within three years.
  - 3. Provide all required information to the Rainier Admin office and insurance company.
- C. Employees may be required to take an initial driving test with supervisor, and periodic observations will be made.
- D. All employees where van driving is a part of their job description must have a valid driver's license.
- E. All employees where bus driving is a part of their job description must meet all Oregon Student/Pupil transportation regulations.

- F. Community Action Team (C.A.T.) Personnel Policies and Procedures 10.03 a(7) and Regional Letter F-1b mandates that: Employees SHALL observe all local and state traffic laws and ordinances and shall observe good safety practices regarding passengers and vehicle operation. Failure to comply will result in disciplinary action.

III **SEAT BELT REGULATIONS:**

- A. State and local laws and Performance Standard 1310.11 will be followed.
- B. All passengers, including the driver, must wear seat belts when the vehicle is in motion.
  - 1. Vehicle will not move until all passengers are seat belted in.
  - 2. Those not complying can not be transported.

IV **NO SMOKING**

- A. CFDP follow the Federal Tobacco Free Environment guidelines which prohibit smoking in any vehicle.