

Tender Care Medical Services, Inc.
POLICY & PROCEDURES

Title: Transportation

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Originating Department: Human Resources

Approved By:



PURPOSE:

The purpose of this policy is to provide guidelines regarding the transportation of patients.

POLICY:

All employees, regardless of job title or responsibilities, may be called upon to assist in transportation functions to and from the facility. Failure or refusal to perform assigned transportation duties may result in disciplinary action up to and including termination of employment.

Vans are for company-related business only. Personal use of the vans is strictly prohibited and may result in disciplinary action up to and including termination of employment.

Per the Department of Transportation (DOT), eating, drinking, and smoking on the vans is **strictly prohibited**. For further detailed information on transportation regulations and driver responsibilities, please see your Administrator

Drivers must adhere to all traffic laws. Drivers represent the Company while out on the road; therefore, drivers are expected to be courteous, cautious and obey all traffic laws.

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If an employee incurs a ticket/fine for failing to abide by the traffic laws, the employee is responsible for the payment of that ticket/fine.