

RESOLUTION # 16-26
DRIVER INFORMATION HANDBOOK
CHEYENNE COUNTY PUBLIC TRANSPORTATION PROGRAM

WHEREAS, K.S.A. 19-101, fifth, provides that Cheyenne County may exercise the powers of home rule to determine local affairs and government under the provisions of K.S.A. 19-101a; and

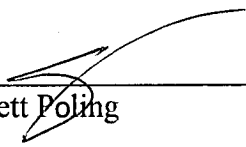
WHEREAS, rules, policies, and administrative provisions relating to the safety of our employees are permissible exercises of home rule powers, pursuant to K.S.A. 19-101a; and

WHEREAS, Cheyenne County desires to establish a Driver Information Handbook to ensure the safety and protection of all of its employees; and

NOW THEREFORE BE IT RESOLVED, effective the date of this Resolution, the Driver Information Handbook, which is attached, is approved and adopted by the Board of County Commissioners of Cheyenne County, Kansas, at their regularly scheduled meeting on October 31, 2016.

BE IT FURTHER RESOLVED, THAT A COPY OF THIS Resolution with the attached policy be provided to all Cheyenne County Elected Officials and Department Heads.

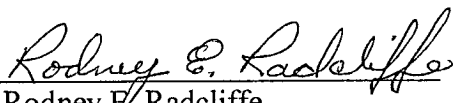
ADOPTED BY THE BOARD OF CHEYENNE COUNTY COMMISSIONERS THIS 31st DAY OF OCTOBER, 2016.




Brett Poling



John E. Garner



Rodney E. Radcliffe



Deb Lindsten
County Clerk



Public Transportation

DRIVER INFORMATION HANDBOOK

Last modified: 10/24/2016
Adopted: 10/31/2016

TABLE OF CONTENTS

GENERAL QUALIFICATIONS	3
GENERAL POLICIES	4
DRESS CODE	4
LUNCH POLICY	4
ON-BOARD COMMUNICATIONS.....	4
DRIVER TIME & ABSENCE POLICY.....	4
SCHEDULING PROCEDURES	5
CONFIDENTIALITY	5
PASSENGER ASSISTANCE	5
SEATBELT POLICY.....	6
FOOD AND DRINKS ON THE VEHICLE	6
PICK-UP/NO SHOW POLICY	7
WHEELCHAIR POLICY	7
TRANSPORTATION OF MOTORIZED CARTS	7
Conduct and hygiene	8
FARE / Donation COLLECTION PROCEDURES.....	8
PASSENGER COMPLAINTS.....	8
Grievance Procedure	8
FUELING THE VEHICLE	8
PARKING.....	9
PRE-TRIP VEHICLE INSPECTION	9
CLEANING OF THE VEHICLE	9
VEHICLE KEYS	9
PERSONAL INJURY POLICY.....	9
VEHICLE BREAKDOWN POLICY	9
DUTIES IN THE EVENT OF ACCIDENT	10
SEVERE WEATHER POLICY.....	10
EVACUATION.....	11
MEDICAL EMERGENCY	12
Cheyenne County Safety Policy Statement.....	12
INTERNAL AGENCY INCIDENT REPORT	13
EXTERNAL AGENCY INCIDENT REPORT.....	14
Memorandum of Understanding.....	15

Drivers transporting passengers for the Cheyenne County Public Transportation Program are expected to provide a service, which ensures the safety and security of passengers. Drivers must conduct themselves in a professional manner, paying close attention to passenger safety, legal driving laws, customer service, and schedule adherence. Drivers for this agency are our system ambassadors. As a professional, drivers have the first contact with our passengers and represent our agency.

This handbook is not intended to be a comprehensive set of policies and procedures, but rather contains information regarding the most common situations encountered. If a situation occurs that is not outlined in this handbook, decisions will be made by the Transportation Coordinator and / or the Board of County Commissioners using best judgement.

Please sign the attached form at the end of this handbook to show that you have read and understood the contents of therein.

GENERAL QUALIFICATIONS

Each driver for Cheyenne County shall have a valid Kansas driver's license issued by the Division of Vehicles, Kansas Department of Revenue. If driving a passenger vehicle that requires a commercial driver's license, then they shall also possess the appropriate commercial license as well. If a license is suspended or revoked for any reason, the employee must notify the Transportation Coordinator as soon as possible.

Employment is always contingent upon passing security clearances and alcohol and drug tests. Each driver is subject to security clearances and alcohol and drug regulations mandated by DOT Rule 49 CFR Part 40, 653, 654 Drug Free Work Place Act, including urine drug testing (for evidence of marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines) conducted prior to employment on an unannounced random basis, for reasonable cause, following an accident in which there is an injury or incapacitated vehicle, return to work and follow up testing if a person fails a drug test.

It is the goal of transportation program to provide the safest possible environment for its passengers, drivers, and the general public. Training is provided to drivers to eliminate avoidable accidents and to provide the highest quality service possible to our passengers. In support of this goal, all drivers employed by Cheyenne County, are required to obtain and maintain certification in defensive driving. These certifications must be obtained as soon as possible after employment as a driver, but no later than six months from the date of this policy adoption. Drivers hired after the date of this policy must be certified within six months of the date of employment.

The vehicle driver shall meet the qualifications contained in the Public Transportation Van Driver job description. They shall also be responsible for the essential functions outlined in the job description.

All newly hired drivers must participate in an orientation program, which includes training in defensive driving practices, passenger assistance including lift operation passenger sensitivity training, vehicle pre-trip inspections, communication procedures, emergency and accident procedures, and other agency policies and procedures.

All drivers must participate in safety meetings or other training activities approved by the Transportation Coordinator at least once a year. Training may be at a location that requires travel which will be covered under the County's general handbook. Drivers are also required to attend at least one (1) mandatory KDOT driver training session per year.

Deadlines for training may be extended with permission from the Transportation Coordinator for extenuating circumstances; e.g. no certified course is offered within the timeframe specified.

GENERAL POLICIES

- ✓ Drivers will strictly observe all traffic rules and other applicable laws and regulations at all times.
- ✓ The driver shall always wear a seat belt with the shoulder harness while the vehicle is in motion.
- ✓ Drivers shall make pick-ups and deliveries as routed by the transportation scheduler, operating the vehicle in a safe and careful manner with due regard to traffic and the use of the roadway by others.
- ✓ Items displayed in the interior of the vehicle should be appropriate in nature and related to the transit service operations.
- ✓ Drivers shall keep the vehicle locked at all times when left unattended. Fare receipts and the change fund are the responsibility of the driver and should be kept on the driver's person or in a safe place on the vehicle.
- ✓ Drivers will adhere to all Cheyenne County Policies and Procedures.
- ✓ Drivers will always perform inspections of the vehicles at the beginning and end of each shift.
- ✓ Drivers will treat all passengers with professional courtesy and respect.

DRESS CODE

Driver should follow the county's dress code and wear clean, neat, casual clothing. Due to the nature of the job, jeans and tennis shoes are permitted for driver positions regardless of the overall county policy. Absolutely no open-toed shoe or sandal is allowed as a safety precaution.

LUNCH POLICY

Transportation hours are from 8:00 am to 5:00 pm, Monday through Friday, county holidays excepted. Drivers may be required to work over the traditional lunch hour. Drivers have the discretion to take breaks when time allows to eat lunch and must clock out when eating lunch.

ON-BOARD COMMUNICATIONS

It should be understood that the driver's first line of communication with the office is by cell phone. Transportation scheduler should be aware of driver's approximate location by how assignments were given. Any deviation from an assigned destination should be reported to transportation scheduler immediately by cell to maintain informed scheduling.

The use of cellular phones is strictly prohibited while driving. Other equipment, such as, radios and scanners, may be utilized if it does not interfere driving.

DRIVER TIME & ABSENCE POLICY

Drivers will clock in and out on the time clock via the department smart phone or computer when they arrive at the vehicle storage building to start the work day. Unless approved by a

supervisor, transportation employees should not work more than 8 hours per day. Overtime must be pre-approved by a supervisor. Drivers should show up for work no more than 15 minutes before the start of their shift. They then can prepare for the daily use of the van/vehicle by performing a pre-trip inspection of the vehicle and preparing the daily trip log.

It is vital that each driver be willing to cover for another driver when their schedule allows. Please remember -- a driver never knows when they may need to request time off and will want coverage provided. All requests for leave should be submitted to the supervisor for approval.

In the spirit of protecting passengers from unnecessary exposure to illness or safety from unfit driver, the Transportation Coordinator reserves the right to request a driver be temporarily relieved of their duties in the event that they exhibit signs of potentially contagious illness or illness that impacts their ability to safely operate the vehicle.

SCHEDULING PROCEDURES

Driver of demand-response vehicles shall not pick up any passengers without first contacting and obtaining approval by transportation coordinator. The driver should refer all customers to the main transportation scheduler number to schedule rides.

Transportation scheduler will maintain a ride schedule on the Transportation Calendar. Ride entries will include the passenger name, phone number, pick up address, drop off address, estimated travel time, and notes regarding any special needs. If a return trip is needed, it will also be included on the calendar. If a specific return time is not noted, it shall be flagged as a "will call" pickup and the passenger will notify transportation scheduler when ready to pick up. The Scheduler will text the driver that the rider is ready for will call pick up and include the address and passenger name.

It is the responsibility of the driver to routinely check the calendar for changes in the daily pickup and drop off schedule. If the schedule does not appear to be updating, they should contact transportation scheduler via phone to verify the schedule.

CONFIDENTIALITY

All employees are responsible for protecting the confidentiality of information obtained to provide transportation services. This includes:

1. Personal or medical information about passengers
2. Agency information not ready for public release
3. Personal information about staff members.

PASSENGER ASSISTANCE

The transportation service provided is considered door-to-door. The following parameters will be followed by drivers.

1. The driver will not go into a private residence for any reason. Driver may assist with opening the door to a private residence, but may not enter the home for any reason.
2. Drivers may assist with entry into public businesses, nursing homes, medical clinics, and hospitals; however, if other passengers are on the vehicle / van, the driver will stay within visible distance of the vehicle / van.

3. The driver will not pick up a passenger who has fallen or is on the floor/ground for any reason. If the driver is near a falling passenger and can safely prevent injury by assisting them down, that is permissible. Otherwise, the driver will report to 911 Dispatch by cell and request an ambulance be dispatched to the scene. The driver should then report the incident to the supervisor by cell phone.
4. When necessary, driver will provide assistance from the passenger door through boarding the vehicle and getting buckled in their seat.
5. When necessary, driver will assist with packages to and from the vehicle, but not past the door of destination. The driver will not assist with packages greater than 15 pounds. Passengers may bring grocery and personal items purchased at stores on the van / vehicle, but limited to what the passenger can carry to the dwelling in one trip. No furniture or appliances. Passengers are responsible for all personal belongings.
6. Drivers must make sure all walkers, canes, oxygen bottles, or devices and any other items that can become airborne due to a sudden stop or an accident are secured in some manner whether by a bungee cord or a seatbelt.
7. Children 12 years old and under must be accompanied by an adult.
8. Children ages 13 to 17 require a note from a parent authorizing the child to ride the vehicle without an adult. That note may be on file with the office (confirmed) or provided at the time of boarding.
9. Only Trained Service Animals for the disabled are allowed on the vehicle.
10. No smoking, open alcoholic beverage containers, or hazardous materials (including batteries) will be allowed on the van / vehicle.
11. Inappropriate conduct by passengers or drivers will not be tolerated.

SEATBELT POLICY

Wearing seat belts is the law and passengers are required by policy to wear seat belts while riding the van/vehicle. Passengers are to remain seated and belted until the van/vehicle has come to a complete stop. If a passenger has a medical condition which prohibits securement by a seatbelt, they must have written authorization from a medical doctor. Drivers will need the release form when the passenger is boarding the bus, if the rider does not have the release form and refuses to buckle they will be asked to leave the bus.

Children **MUST** ride in a child seat or in a booster seat as required by law. The adult accompanying the child must supply and secure the car seat/booster. Rides will be refused to passengers without a car seat/booster. Passenger safety is a must.

FOOD AND DRINKS ON THE VEHICLE

Food and drinks will be allowed on the vehicle in closed containers (cans must be *closed*) or containers with secure lids. No open alcoholic beverage container will be allowed on the vehicle. It will be the driver's discretion whether the food or drink will be retained by the passenger. The driver has the right to secure the drink in the front of the vehicle for the duration of the trip if he/she so chooses. Disputes with passengers regarding drinks on the vehicle should be written up on an Incident Report and submitted to the supervisor. The driver may not eat or drink while the vehicle is in motion.

PICK-UP/NO SHOW POLICY

Upon arrival for pick-up assignment, follow these procedures:

1. Honk the horn to indicate arrival
2. Check time (wait time should not exceed 5 minutes)
3. If necessary, drivers will go up and knock on the door of a private residence. At apartment buildings, will only go as far as the nearest ground level exterior door of the building. At businesses, the driver may enter the building and check in the lobby and/or have a staff person go get the passenger. The driver will not proceed to take undue time to find the passenger.
4. Document all no-shows in daily report log to supervisor.

WHEELCHAIR POLICY

Wheelchair accessibility is mandated by the Americans with Disabilities Act. Any vehicle in the public transportation fleet will be equipped to transport at a minimum one wheelchair. They may have full lift systems or ADA compliant ramps based on vehicle type. Refer to Wheelchair Lift Operating Procedures for embarking and disembarking passengers in wheelchairs.

Drivers will assist customers on approved wheelchair ramps or lifts. Drivers are not required to assist passengers in wheelchairs up or down stairs. The maximum capacity of any one rider and or wheelchair on the bus lifts is 650 pounds. Riders using the lift may be asked to sign a waiver assuring that he/she and or his/her wheelchair can safely use the lift in compliance with the weight restriction.

TRANSPORTATION OF MOTORIZED CARTS

Riders using scooter type vehicles may be asked to transfer to regular seating for their safety. However, passengers with scooters cannot be required to transfer, nor is Cheyenne County Public Transportation Service required to transport scooters not meeting the size and weight limitations of a "standard wheelchair" as defined by ADA regulations.

Transportation of motorized carts is mandated by the Americans with Disabilities Act. The law states the following:

1. All devices that fit on lifts meeting Access Board guideline dimensions, 30" by 48", and a maximum of 600 pounds for device/user combined are to be allowed to ride.
2. Transportation system is required to use best efforts to restrain or confine the device to the securable area.
3. Transportation system may not, in any case, deny transportation to a common device and its user because the device cannot be secured to or restrained to the system's satisfaction.
4. Transportation system cannot require that a device user transfer into a vehicle seat.
5. Drivers must provide assistance with the use of lifts and securable devices.
6. Transportation system must respect the passenger's preference in regard to entering a lift platform and vehicle in a particular direction.
7. Passengers using canes, walkers, and other people with disabilities that do not use devices but have difficulty using steps must be permitted to use the lift, on request.

CONDUCT AND HYGIENE

Any occurrence of passengers being inconsiderate to the driver or other passengers will be reported immediately to the Transportation Coordinator using the Internal Agency Incident Report form. Passengers who are habitually incontinent or have offensively poor personal hygiene can be denied vehicle services. Upon receipt of the complaint filed in writing, the passenger will:

1. Receive a written summary of the allegation with a warning of more serious restrictions if there is another incident.
2. Be restricted from riding the Public Transportation van/vehicle for a period of one week to one month
3. Be restricted from riding the Public Transportation van/vehicle permanently.

FARE / DONATION COLLECTION PROCEDURES

Passengers boarding the vehicle may give a donation or fare to the Driver. Exceptions to this rule as follows:

1. Personal Aide. (One free per passenger) A personal aide assists a passenger who is not capable of riding the vehicle unassisted. The personal aide is to assist the passenger to the vehicle, boarding and exiting the vehicle, and while on the vehicle.

All money shall be kept in the lockbox at the driver's seat and kept locked when not in use. Only the drivers, Transportation Coordinator and immediate supervisor, and County Treasurer staff shall have access to the lockbox.

Receipts should be provided upon request. All money collected shall be noted on the daily trip log.

At the end of the day, the driver is to submit the daily trip log along with any donations or fares collected for the day to the County Treasurer's Office. A copy of the report along with total collected should also be provided to the Transportation Coordinator. Accurate driver records are essential as the data captured serves as information that is submitted on reports to the state and federal government for financial management information, and evaluation and monitoring of the transportation service.

PASSENGER COMPLAINTS

Report passenger complaints and other problems to your supervisor as soon as possible. An External Agency Incident Report form should be provided to the passenger upon request. The completed form should be returned to the Transportation Coordinator. In the event of an irate passenger who constitutes a safety concern for the driver or other passengers, the Driver will call 911 Dispatch to request law enforcement assistance immediately and provide location.

GRIEVANCE PROCEDURE

The party having a grievance with the service will state in writing the nature of the grievance to the Transportation Coordinator. Should an agreement not be reached, the party may appeal to the County Board of Commission.

FUELING THE VEHICLE

Drivers will at his/her convenience fuel the vehicle as needed at a fuel pump designated by the supervisor. At the end of each shift, the fuel tank should be at least at half before the vehicle is parked at the end of the day. A county credit card is available to be checked out from the Transportation Coordinator. Drivers must comply with the county's credit card policy and return

the credit card to the Transportation Coordinator before the end of the business day. The driver is responsible for any charges made on the card while in their position that is not covered by the credit card policy.

PARKING

Overnight parking of vehicle will be at the St. Francis Emergency Building, unless instructed otherwise by the Transportation Coordinator.

When picking up/dropping off passengers, driver will park in areas designated for parking (Handicapped included) when possible. The less backing of the van the better, therefore avoid driveways if there is a street side access. In cases where there is no alternative, driver may park in a yellow zone only long enough to load/unload passenger and must not leave the vehicle unattended.

PRE-TRIP VEHICLE INSPECTION

Prior to use of the vehicle each day, inspect the vehicle, as has been directed by the supervisor, to determine if it is in a safe condition and in good working order. If a minor condition and time allows, drivers may contact the designated maintenance vendor and then Transportation Coordinator to notify of the delay. If a major condition exists, contact Transportation Coordinator for instruction. The supervisor will contact the designated maintenance vendor.

CLEANING OF THE VEHICLE

The driver is responsible for the daily care of the vehicle. This includes picking up all trash and sweeping the interior when needed. When weather conditions and time allows, the driver is to wash the exterior of the vehicle. This can be done at the Emergency Services Building in St. Francis or Bird City.

VEHICLE KEYS

All vehicle keys are to be left in the office at the end of the each workday unless prior arrangements have been made through the Transportation Coordinator.

PERSONAL INJURY POLICY

Employees must inform their supervisor of any on-the-job injury or accident requiring first aid or medical attention whether or not work time is lost. Employees should inform their supervisor of any near misses so an evaluation of the situation can be made to avoid future concerns. A Worker's Comp claim form must be filled out for all injuries and can be obtained from the county's Human Resources Department.

VEHICLE BREAKDOWN POLICY

If the vehicle breaks down, move the vehicle to a safe place out of traffic if mechanically possible, then contact Transportation Coordinator to notify of the problem, giving location and number of passengers on the vehicle. Supervisor will arrange for Service. If there are passengers on the vehicle, supervisor will send alternative transportation to pick up those passengers to take those passengers to their destination. Vehicle driver should then notify Transportation Scheduler that the vehicle is out of service.

DUTIES IN THE EVENT OF ACCIDENT

As a public service, we will notify 911 Dispatch of accidents witnessed.

The following are the procedures to follow if agency vehicles are **involved** in an accident:

1. Driver shall immediately notify the 911 Dispatcher of **any** accident **no matter how minor**. Accidents should be reported to the 911 Dispatcher even in situations where there is not damage to city property.
2. 911 Dispatcher shall immediately notify the appropriate law enforcement agency and call emergency personnel if necessary.
3. Procedure at the scene of accident:
 - a. Stop the vehicle immediately at or as near the scene of the accident as possible.
 - b. Remain at the scene of the accident until law enforcement personnel have completed all necessary paperwork.
 - c. Render reasonable assistance to any person injured in the accident.
4. As soon as possible, supervisor will complete the necessary insurance paperwork.
5. If the accident is an injury accident or if one of the vehicles is damaged to the extent it requires towing, the driver is required to have an alcohol/drug test immediately. This will be arranged through Human Resources Department utilizing The Mental Health Center Services, Inc.'s Regulated DOT (Drug & Alcohol Testing).
6. Each accident will be reviewed by the Transportation Coordinator. A driver found negligent of policy rules may be subject to disciplinary action up to and including dismissal.

A fire extinguisher and basic first aid kit are to always be available on-board. The driver will routine check to ensure these items are in good working order and not expired.

SEVERE WEATHER POLICY

The safety of our employees and passengers is of utmost importance. Public Transportation will remain in service when at all possible. If the service is suspended due to inclement weather, a notice will be published on Social Media and with local radio and TV media. Transportation Scheduler will contact all scheduled riders impacted by the closure by phone or voicemail.

1. Service will continue unless severe snow or ice storm occurs that would endanger the employee and/or passengers. Canceling service due to inclement weather can be made by the Transportation Coordinator and/or County Board of Commission.
2. Employees should report to work unless instructed by the Transportation Coordinator or unless a public announcement of service closure has been made. Drivers will not be paid for time not worked due to inclement weather.
3. The transportation cell phones will be added to the county's electronic weather and emergency alert system and should receive text messages of warnings issued.
4. Each vehicle will be furnished a list of shelters whereby the driver and passengers can go for protection, but it should be understood that all public facilities are required by Federal law to provide shelter.

5. When time and location permit, driver should make every effort to get the vehicle under shelter during hail.
6. Drivers will not travel on closed roads.

EVACUATION

The vehicle driver must make the ultimate decision if it is safer to be inside or outside of the vehicle. In the event of downed power lines, tornadoes, or traffic it may prove to be safer inside the vehicle. Examples of reasons to evacuate:

- The vehicle is on fire or near fire.
- Position of the vehicle- near water, close proximity to or on a railroad track, near steep incline, danger of being hit by another vehicle.
- Natural emergency, which requires evacuation.

Issues to be Considered:

- Which passengers are able to help, and to what extent.
- Which passengers have special needs and how to deal with these needs.
- Whether passengers can be evacuated in wheelchairs, or removed from their chairs.
- How to disconnect or cut wheelchair securement and occupant protection equipment and other support equipment. Knowing how long the passenger can survive with interrupted support equipment.

Method of Evacuation:

Each vehicle driver should be able to verbally articulate the emergency evacuation plan without hesitation. In most instances, you will have only about three minutes to evacuate a vehicle before serious injuries will occur.

There are at least three methods of evacuating a vehicle in an emergency situation. These include:

1. Front Door (service door)
2. Rear Door (emergency door)
3. Front and Rear Door Simultaneously
4. Overhead Emergency hatch

Evacuating Non-Ambulatory Passengers:

- *Lift Assisted-* if the lift on the vehicle is operational, the driver should lower it about halfway. This will allow for a two-step descent with each wheel chair.
- *Non-lift Assisted-* in an emergency, if the lift is not operational, the vehicle driver must remove the non-ambulatory passenger from their chairs as quickly and safely as possible. It is good to know ahead of time the method of lifting (under knees, under arms) and what equipment issues there may be.

All passengers should be removed from the vehicle by the most convenient and safe exit. A blanket specially designed for this purpose will need to be on each vehicle along with belt cutters to cut strapping and harnesses. Passengers who are non-ambulatory should be placed on this blanket, pulled down the aisle to the nearest exit, and safely removed from the vehicle. This type of procedure can cause potential harm to very medically fragile passengers. It should be used only when there are no other alternatives to evacuating the vehicle.

MEDICAL EMERGENCY

Cheyenne County Public Transportation is not designed for emergency medical situations. Transportation will not be provided in these instances. Persons having a medical emergency will be instructed to call 911 so an ambulance can transport them. The transportation fleet and resources may be requested by Emergency Management for evacuation or other emergency situations in times of local, regional, state or national emergencies.

All drivers must obtain and retain a CPR and First Aid certification within six months of employment.

All drivers must obtain an annual flu shot at the cost of the county and must be current on Hepatitis B vaccination. The driver should follow the Cheyenne County Policy and Procedure for Bloodborne Pathogens.

CHEYENNE COUNTY SAFETY POLICY STATEMENT

The safety of our system is of paramount concern. Our goal is to provide transit for our patrons, the general public and employees with the highest degree of safety that is practical. As a result, all personnel are charged with the responsibility of insuring the safety of passengers, employees, property, and those who come in contact with the system.

The Transportation Coordinator is authorized and directed to develop, implement, and administer a comprehensive and coordinated Safety Program to prevent, control, and resolve unsafe conditions, which may occur. This authority includes the right to stop any operation, which the Transportation Coordinator feels is not safe.

It is the responsibility of each employee to cooperate with the Transportation Coordinator and provide him/her with any requested information to assist in any investigation or inspection that he may undertake.

EXTERNAL AGENCY INCIDENT REPORT

*Cheyenne County Kansas
212 W Washington
St. Francis, KS 67756
785-332-8800*

Date_____ Time:_____

Passenger Name _____

Driver Name _____

Description of the Incident: Please include full names of any other person(s) involved, addresses and phone numbers, if relevant.

(attach additional sheets if necessary.)

Submitted to: Transportation Coordinator and/or Cheyenne County Clerk

Signature _____ Date _____

Cheyenne County Transit Driver Policies and Procedures
MEMORANDUM OF UNDERSTANDING

I, _____, have read the contents of the Cheyenne County Public Transportation Driver Information Handbook. I understand the contents of the Handbook and agree to abide by the policies and procedures described in this handbook as well as the general Cheyenne County Policies and Procedures.

Driver

Date

Supervisor (Witness)

Date