H.O.P.E. Group Transportation Log

Client: _____ **Employee:** _____

Pay Period: _____

☐ **Please check if you did NOT provide transportation this pay period. Please note, employee and parent/guardian must still sign and date transportation log.**

Date	Destination	Purpose of Trip	Total Miles Driven

Hope Group will not typically provide transportation services unless essential for the implementation of the habilitation program. A HOPE Group employee *may* choose to provide transportation services, but must be authorized to do so prior to transporting. Transportation services shall be conducted in accordance with the following conditions:

1. **The vehicle in which transportation is provided must have valid license plates and, at a minimum, liability limits of $100,000 – 300,000 (bodily injury) and $50,000 (property damage)**
2. **The vehicle must be maintained in a safe working order.**
3. **The vehicle shall be constructed for the transportation of individuals. All seats shall be fastened to the body of the vehicle and individual(s) properly seated when the vehicle is in operation. The vehicle must have operational seat belts installed and be operational for safe passenger utilization. When transporting, individual(s) must be fastened securely in age and weight appropriate restraints, as required by State Law.**
4. **Persons providing transportation must be a minimum of eighteen (18) years of age, and possess and maintain a valid driver's license.**

We certify both the accuracy of the above entries and that these transportation services were provided in accordance with the above.

Employee signature: _____ **Date:** _____

Client signature: _____ **Date:** _____

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