



AnsCare Services, LLC

Physical Address: 7965 N High St, Suite 350, Rm 20, Columbus, OH 43235

Mailing Address: 2068 Teakwood Dr., Columbus, Ohio 43229

Phone : 614-381-1936 Fax : 614-392-0304 Email : anscare26@gmail.com

TRANSPORTATION POLICY & PROCEDURE

DRIVING REQUIREMENTS

Purpose

To ensure that all employees who operate AnsCare Services LLC vehicles, or transport individuals in their personal vehicles, maintain valid driver's licenses, meet Ohio Bureau of Motor Vehicle (BMV) standards, and maintain valid auto insurance.

- Note: AnsCare Services, LLC only authorizes the private transportation of our DoDD Clients. All other transportation in private vehicles is at the caregiver's and client's risk.

Scope

Applies to all employees and applicants for positions requiring the operation of an AnsCare Services LLC vehicle or transporting individuals in a personal vehicle.

Definitions

- BMV (Bureau of Motor Vehicles): Ohio agency responsible for issuing and monitoring driver's licenses.
- FRA Suspension: Failure to maintain financial responsibility (insurance), resulting in a suspended driver's license.

Policy

- Pre-employment & Annual BMV Checks: Required before hire and annually thereafter.
- Points Standard: Employees may not exceed 5 points on their record.
- Disqualification:
 - Employees with 6 or more points are prohibited from transporting individuals or operating agency vehicles.
 - Convictions within the past 3 years for DUI/OVI, hit-and-run, negligent homicide, reckless driving, vehicular assault, or auto theft disqualify an employee.
 - License & Insurance Verification: Employees must provide proof of valid driver's license and insurance. FRA suspensions automatically disqualify an applicant/employee.
 - Agency Liability: Traffic/parking fines are the responsibility of the employee.



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TRANSPORTATION

Purpose

To provide safe, clean, and smoke-free transportation for individuals.

Definitions

- **Illegal Drugs:** Substances prohibited by law (e.g., cocaine, marijuana).
- **Misuse of Legal Substances:** Intoxicating use of otherwise legal products (e.g., huffing, bath salts).
- **Prescription Medications:** Physician-prescribed drugs labeled for an individual.
- **Weapons:** Any object intended to cause harm.
- **Mobile Device:** Handheld electronic device such as a phone or tablet.

Policy

Prohibited in vehicles at all times (agency or personal):

- Smoking, tobacco, or vaping products
- Illegal drugs
- Misuse of legal substances
- Weapons

Additional rules:

- Eating permitted only if a second staff member is present to assist.
- Medications must remain secured and with the intended person (or designated staff).
- Drivers must complete Driver Checklist before transport.
- Drivers are responsible for wheelchair straps and tie-downs.

MOBILE DEVICE USE

Drivers transporting individuals must:

- Not text, make/receive calls, browse, email, or record while driving.
- Pull over safely before using a mobile device.

CPR / FIRST AID REQUIREMENT

At least one staff member certified in CPR and First Aid must be present in the vehicle whenever transporting individuals.



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VEHICLE DAMAGE

- Employees alleged to have caused damage to agency vehicles may have driving privileges suspended pending investigation.
- Failure to comply with policies may result in disciplinary action up to termination.

MILEAGE REIMBURSEMENT

Purpose

To establish fair reimbursement for employees using personal vehicles for agency business.

- AnsCare Services, LLC only provides Mileage Reimbursement for Transportation of DoDD Clients

Policy

- Reimbursement follows Ohio DoDD waiver mileage reimbursement rates.
- Expense forms must include:
 - Locations traveled to/from
 - Business purpose
 - Total miles driven
- Forms are due monthly between the 2nd–11th of the following month.
- Home-to-work travel is not reimbursable. Employees must deduct daily commute miles when reporting.