

# Eligibility Requirements for Penquis Volunteer Drivers

## **Volunteer Driver Eligibility Standards**

Purpose for setting minimum volunteer driver eligibility standards:

1. To enhance the safe transportation of consumers that use volunteer transportation statewide.
2. To identify issues of safety, recruitment, performance and retention of volunteer drivers.
3. To assure quality transportation to those who receive services.

**Medications:** Volunteers must disclose any medications that they are using. Such medications will be compared to the DEA Controlled Substances List. If any medication appears on that list, the volunteer will need to get a letter from the prescribing physician, stating that the volunteer is safe to operate a motor vehicle while taking the medication. Such disclosures will be made prior to engagement as a volunteer, and any time a new medication is prescribed. Failure to disclose can result in immediate dismissal.

**Age and Experience:** Volunteer drivers must be at least twenty-one years of age and must have a minimum of one year's experience as a licensed driver in Maine or any other state.

**Department of Health & Human Services Record:** A volunteer will not be accepted or retained if they have any history of committing physical or emotional abuse, neglect or criminal conduct on record with the Department of Health & Human Services in Maine or any other state.

**Criminal Record:** At a minimum, an applicant will not be accepted or retained as a volunteer driver if:

1. If a person has been convicted of a Class A, B, or C crime under Maine law, or has been convicted of a felony or its equivalent under another state or under federal law;
  - a) If the conviction was for a violent crime, or a crime of a sexual nature; that person shall not be allowed to provide services under a Service Agreement for a minimum of ten (10) years after the completion of that person's sentence.
  - b) If the conviction was for a crime related to drugs, that person shall not be allowed to operate a vehicle being used to transport Members for a minimum of seven (7) years after the completion of that individual's sentence.
2. If a person has been convicted of a Class A, B, or C crime under Maine law, or has been convicted of a felony or its equivalent under another state or federal law within the previous five (5) years, and that conviction was not for a crime related to drugs, a violent crime, or a crime of a sexual nature, that person shall be allowed in any role of operating a vehicle being used to transport Members, or which allows them unsupervised contact with Members, only with the approval of the Broker.
3. If a person has been convicted of a Class D or E crime under Maine law, or has been convicted of a misdemeanor or its equivalent under another state or federal law, and the conviction was for a violent crime, a crime related to drugs, or crime of a sexual nature, that

person shall be allowed to serve in a position with unsupervised contact with Members only with the approval of the Broker.

### **Motor Vehicle Violations:**

At a minimum, an applicant *will not be accepted or retained* as a volunteer driver if they:

1. Have been convicted of OUI within the past 3 years.
2. Have been identified as a habitual offender as defined by the State of Maine Department of Motor Vehicles.
3. Have a recorded history of ongoing and repeated violations or infractions.
4. Have more than +4 points accumulated on his/her Maine driver's license record.
5. A volunteer will not be accepted or retained if they are in violation of any of the following offenses until the driver provides documented proof the offense has been corrected:
  - a. Driving an unregistered motor vehicle
  - b. Driving an uninspected motor vehicle
  - c. Driving an uninsured motor vehicle
  - d. Does not possess a valid Maine driver's license
  - e. Driving a vehicle that hasn't been inspected by Penquis within the last 12 months.
6. Potential drivers who have lived in the state of Maine for less than one year WILL be required to provide Motor Vehicle checks from the state of their prior residence, at their own cost.

### **Accidents:**

1. If an applicant has had more than 1 at-fault accident, as determined by the insurance carrier, within the previous year, they will only be accepted as a volunteer if s/he has a current certificate in Defensive Driving.
2. If a driver has had more than 2 at-fault accidents on a Department Motor Vehicle (DMV) background check, or a repeated and ongoing pattern of accidents, PENQUIS may require supporting documentation from the individual's vehicle insurance company to determine the driver's suitability as a volunteer.

### **Vehicle Standards:**

1. All vehicles used by volunteer drivers must have current Maine State Motor Vehicle Inspection and registration and must be insured at the minimum vehicle insurance rates established by the State of Maine.
2. Copies of the vehicle's registration and insurance must be on file with Penquis prior to putting ANY customers in the vehicle.
3. All vehicles must have a visual inspection performed by Penquis every 12 months.
4. All vehicles are subject to random inspections by Penquis staff.

\* The Department Director reserves the right to use their own discretion in selecting or retaining any potential candidates as a volunteer driver with Penquis.

*1.13.17 Adapted from Penquis Transportation Operations Manual.  
For comprehensive eligibility information, please see full manual.*