

Penquis Transportation Services
Provider Credentials List

Thank you for your interest in working with Penquis Transportation Services. The following information is designed to help you as a Transportation Provider, to understand our Provider Agreement. More specifically, we will explain the credentials and documentation that need to be provided on each driver that will provide transportation services.

We have provided you with the sources that can help you deliver these materials in a timely manner. The provided source contacts and websites are only suggested sources. You may use other means to procure these documents, as long as they provide the same level of information as our suggested sources. If you decide to use alternate sources, please contact us beforehand, so we can verify their suitability.

All documents are to be submitted electronically, and any request for updated documents is to be completed within 5 business days.

The State of Maine requires that the following documents be on file with Penquis Transportation Services:

Section 1. Background Checks

All background checks for each driver must be furnished at the time of signing the contract or at notification of employee hire. This notification must happen prior to that driver providing services.

DHHS Background Check.

Please request a Maine Child Abuse Record Research using an authorization release of confidential substantiated Maine child abuse and neglect records information form, from the Department of Health and Human Services (Child Protective Services). This must be completed every 2 years. To gain access to this form please contact:

Jeannine.Mcdonald@maine.gov
Jeannine McDonald
Child Protective Intake
OA II Supervisor
2 Anthony Ave, SHS 11
Augusta, ME 04333
207.626.8626
TTY: Dial 711 (Maine Relay)

Fill out the form and follow DHHS's instructions. Please make a copy of the returned form and send the copy with your Provider Driver Form to Penquis.

Department of Motor Vehicles Report (DMV) Background Check.

This check can be completed at the following web site
<http://www.maine.gov/informe/subscribers/account-manager.html>. The DMV Background Check needs to be completed every 2 years.

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State Bureau of Investigation (SBI) Background Check

This check can be completed at the following web site

<http://www.maine.gov/informe/subscribers/account-manager.html>. The SBI Background Check needs to be completed every 2 years.

National Sex Offender (NSO) Background Check

This check can be completed at the following web site

<https://www.nsopw.gov/en/Search/Verification> . The National Sex Offender Background Check must be completed every 2 years.

Excluded Parties List System (EPLS) Background Check

This check can be completed at the following web site <https://www.sam.gov>. The EPLS Background Check must be completed yearly.

Section 2. Licenses and Certificates

We will need legible copies of the following:

Driver's License

We will need a copy of the employee's current driver's license (Both Sides). All information on the driver's license must be legible. The License must be updated at the time of expiration and a new copy must be furnished to Penquis Transportation Services. The Driver's License must be on file with us, prior to that driver providing service.

PASS Certificate or Equivalent

We will need a copy of a current PASS Certificate. The Certificate must be completed within 30 days of signing of the contract or of employee hire. New Certificates be must furnished at the time of, or before expiration. Documentation providing proof of a training/refresher must be furnished to Penquis Transportation Services annually. The PASS training course can be found through the Community Transportation Association of America at www.CTAA.org

CPR First Aid Certificate

We will need a copy of a current CPR First Aid Certificate. The Certificate is expected to include the date of completion and an expiration date. New Certificates be must furnished at the time of, or before expiration. The certificate must be completed within 30 days of signing of the contract or upon employee hire. Documentation providing proof of a training/refresher must be furnished to the Penquis Transportation Services annually. CPR and First Aid Training can be found by checking with the American Red Cross <http://www.redcross.org>

Defensive Driving Certificate

We will need a copy of a current Defensive Driving Certificate New Certificates be must furnished at the time of, or before expiration. The Certificate must be completed within 30 days of signing of the contract or of employee hire. Documentation providing proof of a training/refresher must be furnished to the broker annually. Defensive driving classes can be found through Maine Driving Dynamics <http://www.maine.gov/dps/bhs/driving-dynamics> ,

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National Safety Council <https://www.nsc.org/safety-training/defensive-driving> , or through AAA at <https://maine.aaadriverprogram.com>

Disability Sensitivity Certificate or proof of Training

The initial Pass Certificate will cover a driver until the first annual Disability Sensitivity Training/refresher. Documentation providing proof of a training/refresher must be furnished to the broker annually.

Cultural Sensitivity Certificate or proof of Training

The initial Pass Certificate will cover a driver until the first annual Cultural Sensitivity Training/Refresher. Documentation providing proof of a training/refresher must be furnished to the broker annually.

Customer Service Certificate or proof of Training

The initial Pass Certificate will cover a driver until the first annual Customer Service Training/refresher. Documentation providing proof of a training/refresher must be furnished to the broker annually.

Other information

Social Security Number

Aliases (Maiden names, or other Legal names the employee may have gone by)

Date of Hire

Date of Termination (if the driver leaves or is terminated during employment)