

# KIDDIE COMMUTE INC.

## **Driver Training Program**

To become a **Kiddie Commute Inc.** contracted driver (hereby referred to as the **driver**), applicants must complete the application form, background screening (DOJ Livescan & Trustline), motor vehicle record (MVR) pull, drug screening, and orientation. Following orientation, drivers will shadow a driver to complete their driver training.

## **Application Process**

To be able to start an independent driving contract, every driver must successfully pass the following steps:

- Driver screening via phone or in person
- Driving Record Motor Vehicle Report (MVR) qualifications
- DOJ Background Check & Trustline
- Vehicle Requirements & Inspection
- Orientation
- Distracted Driver Policy
- Driver Safety Protocols
- Zero Tolerance
- Working with Children

## **Driver Screening Process**

- Drivers have a valid, in-state driver's license
- Drivers are age 21 or older
- Drivers must have three or more years of and meet or exceed the Driving Record & Motor Vehicle Report Qualifications.
- Drivers provide proof of valid personal automobile insurance for the vehicle they will be driving that meets or exceeds the minimum financial for the state of California.
- In addition, Kiddie Commute ideal candidates:
  - Effectively demonstrate confidence
  - Create and maintain a positive environment for students
  - Provide good customer service: knowing and following the route, utilizes good driving skills, keeps the vehicle clean and takes pride in personal appearance.
  - Are in tuned with: what their "hot buttons" are and remain a sense of calm
  - Doesn't take students comments personally

## **Driving Record & Motor Vehicle Report (MVR) Qualifications:**

- Prior to hiring a driver, we will review the driver's MVR.

- **KIDDIE COMMUTE INC** receives and retains signed authorization of each candidate that allows for their motor vehicle records to be accessed and constantly monitored. This constant monitoring service is provided by Samba Safety.
- We will maintain files for each driver and keep their MVR records for no less than 2 years after the last date of service.
- We will only permit a driver to operate a vehicle registered under the driver's name or if the driver has the vehicle covered under his/her personal insurance.

### **Department of Justice (DOJ) background check**

**KIDDIE COMMUTE INC** conducts an independent background check of each candidate who passes the initial screening through the Department of Justice. This background check includes fingerprinting. Adding to this, drivers must be registered through Trustline.

**KIDDIE COMMUTE INC** confirms driver's background check complies with California Public Utilities Commission (CPUC) standards to ensure driver and passenger safety.

No convictions of the following:

- Sex offender
- Driving under the influence of drugs and alcohol
- Fraud
- Use of a motor vehicle to commit a felony
- A crime involving property damage
- Theft
- Acts of violence
- Acts of terror

### **Vehicle Requirements & Inspection**

We ensure that all vehicles driven on our behalf have the following qualifications:

- Four-door sedan, hatchback or SUV, must be able to seat at least four passengers excluding the driver
- No more than 12 years' old and the maximum age as permitted by the state
- Current registration
- No marked, taxi or salvaged vehicles
- Pass the vehicle inspection test from a licensed mechanic and provide documentation of successful passing.
- We agree to require drivers have a vehicle inspection performed on a semi-annual basis or after any reported accidents, whichever is earlier. Failure to do so will result in temporary suspension of route allocations.

### **Orientation**

Upon passing the background check, applicants will attend an in-person orientation. Drivers will learn about, app usage, and safety & support on the road along with other necessary

guidance to operate in compliance with Kiddie Commute Inc. policies. Upon completion of training, drivers will sign acknowledgement that training has been completed and be provided with a digital copy of policy.

- About us
- Safety tips
- Zero Tolerance policy
- Mandated Reporting
- Pick up & Drop off Procedures
- App Usage

### **Distracted Driving Policy**

To increase driver & rider safety and eliminate unnecessary risks behind the wheel, we have enacted a distracted driving policy. All drivers must sign acknowledgement that they have been trained on the distracted driving policy:

- The drivers may not use a hand-held or hands-free cell phone while operating a vehicle – whether the vehicle is in motion or stopped at a traffic light. This includes answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, tweets, and text messages. Headphones are not permitted.
- Drivers are not to be accompanied by any other persons, other than drivers/contractors while operating the vehicle, except authorized Rider's guests.
- Drivers that need to use their phones, must wait until they have dropped off all commuters and are safely pulled over to a complete halt before they begin using their cell phone.
- Put their cell phones on silent before starting the car.
- Consider modifying voicemail greetings to indicate that they are unavailable to answer calls or return messages while driving.
- Consider downloading Google Voice to communicate with parents
- Informed that failure to comply with this policy may result in the exclusion of route assignments and continued behavior after repeated warnings will lead to termination of the contract.

### **Driver Safety Protocols**

Safety of the minors being transported is of utmost importance and the policy is subject to modifications as required to reflect this core value. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

1. Any driver who has a driver's license revoked or suspended shall immediately notify we and immediately discontinue operations. Failure to do so may result in disciplinary action, including termination of the contract.



2. All accidents while on duty or company business\*, regardless of severity, must be reported to the police and to Kiddie Commute Inc. Accidents are to be reported immediately (from the scene, during the same day, or as soon as possible if immediate or same day reporting is not possible). Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, up to and including termination of employment.
3. Drivers must report all ticket violations received while driving for company business\*, within 24 hours to Kiddie Commute Inc.

\* Company business is defined as driving at the direction, or for the benefit of the employer. It does not include normal commuting to and from work.

### **Zero Tolerance**

1. Driving while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden and is enough for the termination of the contract.
2. Cell phone use while driving is unacceptable. Under emergencies or exceptional cases, drivers should immediately park the vehicle and complete the call. While driving, attention to the road and safety should always take precedence.
3. No driver shall operate a vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
4. All drivers and passengers operating or riding in a company approved vehicle must wear seat belts, even if airbags are available.
5. No unauthorized personnel can ride in company approved vehicles during the business operations.
6. Headlights shall be used in accordance with the in-state traffic regulations.
7. All State and Local laws must be obeyed.

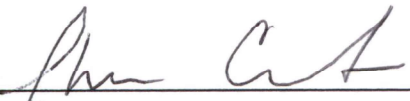
## Working with children

When working with children drivers may encounter the following common inappropriate student behaviors:

- Excessive noise
- Changing seats while vehicle is moving
- Putting hands or arms out the window
- Throwing items inside the vehicles
- Inappropriate language
- Bullying, including name-calling, taking another student's property and fighting
- Refusing to share a seat
- Refusing to wear seat belt or use booster seats

To maintain our dedication to providing the best service and overall enjoyable transport for children we provide training and ongoing support to drivers covering the following topics:

- How to Set the Tone for Respect
- Acknowledging good behavior
- Methods for redirecting behavior
- Communicating effective directions
- Dynamics of group behavior
- Conflict Management

  
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Signature

Shan Cureton  
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Printed Name

CEO  
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Title

9-24-18  
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Date