



**STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES**

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MEMORANDUM

CCL Bulletin 11-002

TO: Child Care Licensing Staff
FROM: Lois Barrett Luke, Program Director
DATE: May 17, 2011
RE: Licensing Program Evaluator Requirements for Monitoring Agency Drivers

Effective immediately, as part of every announced and unannounced visit, Program Evaluators (PEs) will review the files for all employees working as drivers. The purpose of this review is to verify that each driver meets all requirements laid out in the rules (See, 1240-4-3-.13 , 1240-4-1-.07, 1240-4-4-.07). **Any driver not meeting all of the requirements for driving is prohibited from driving.** Contracted transportation must meet the same requirements. Each file must include the following information and documents:

- A completed Child Care Disclosure Form (TAPS Form)
- Letter from DHS Investigations Unit indicating that the individual is "ok to work". This letter must include statement that the individual's driving record was checked.
- Driver drug test with negative results. The drug test must have been completed no more than ten (10) days prior to beginning driving duties
- Documentation of the completion of DHS approved transportation training
- Copy of driver license endorsement (if required) for the class of vehicle used for child care transportation
- Current First Aid and CPR training certificate

Out of State Drivers

Drivers with an out of state license must also be in compliance with licensure requirements. The Investigations Unit cannot access driving records for out of state drivers. Therefore, the driver and/or the provider are responsible for obtaining an official copy of the driver's record from the state issuing the driver license and supplying the documentation (including a legible copy of the driver license) to the agency's PE.

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The PE is responsible for forwarding the information to state office Licensing staff for verification and final approval. An "okay to work and drive" letter will be issued by the Investigations Unit after approval. Please note that PEs are required to scan and maintain an electronic copy of the driver license for every driver.

Attached please find a checklist and a list of Department of Safety web addresses for bordering states. The checklist must be used by PEs for each driver at each agency. This checklist will help organize each driver's information by agency and also act as a reminder regarding what is required in each file. This form must be maintained in the agency's licensing file. The web addresses can be shared with applicants and providers.

Please contact state office if you have questions.

Attachments