

Cornerstone Behavioral Healthcare

Case Management Vehicle and Liability Policy

All Case Managers (both CIS and TCM programs) are required to carry adequate automobile liability insurance coverage (minimum \$300,000 limit) in their personal policies, along with coverage for medical payments. A copy of the personal automobile policy declaration or renewal declaration must be provided to Cornerstone BHC annually along with a photocopy of the employee's valid driver's license. Management will initiate driver record checks through the Department of Motor Vehicles database annually. Supervisors will be responsible for confirming current registration and current vehicle inspection on a yearly basis. If any of these materials are found to be deficient the Employee will be unable to provide transportation for clients until all deficiencies are rectified.

Donna M. Ruble 10-11-13

Executive Director, Date