

Cornerstone Behavioral Healthcare

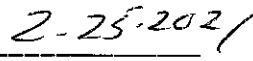
PM.25 Transportation Guidelines

Clinical and Case Management Staff

At no time will an employee transport a client in their vehicle or any other vehicle without having the proper insurance coverage in place as verified by the Human Resource department. Minimum insurance coverage required is 100,000/300,000 liability with a written notification or declaration from the insurance company that the employee's coverage will cover the employee and the client in case of an accident during working hours.

Unless accompanied by a responsible parent, under NO circumstances will an employee take a client of Cornerstone Behavioral Healthcare to a lake, pool, ocean, or any other body of water where an official lifeguard is not on duty. In the case of uncertainty of a lifeguard on duty, activities must be postponed until it has been verified that a lifeguard is on duty. All such trips must be pre-approved by the Executive Director or CEO.


Executive Director/CEO


Date