From: DCFS Policy
Sent: Thursday, May 06, 2004 12:25 PM
To: DHS DCFS All
Cc: Pam Utley; RLWilson@midsouth.ualr.edu; CMGriffin@midsouth.ualr.edu; brgossage@midsouth.ualr.edu
Subject: Executive Directive Dated May 04, 2004 - Motor Vehicle Safety Program - CLARIFICATION

Importance: High

The following is additional clarification for Manual Transmittal 2004-05, Vehicle Safety Program.

-----Original Message-----
From: Mary Baker
Sent: Thursday, May 06, 2004 11:07 AM
To: Sheryl Alexander
Cc: Cecile Blucker; Albert Marlar
Subject: FW: Vehicle Safety Program
Importance: High

Questions are being asked regarding the Transmittal Letter that went out yesterday. Can we put this out to DCFS all so everyone understands they need to submit new information please?

On page 2 of the DCFS Procedures in the next to last paragraph it states that each DCFS Supervisor shall be responsible for ensuring that all persons currently under their supervision on (the effective date of implementation of DCFS Procedures) complete the VSP-1, VSP-2, CFS-593) (2 pages) and provide a legible copy of their driver's license.

Every current DCFS employee is required to complete these items and provide them to us because the procedures have changed, a new form that applies only to DCFS (CFS-593 has been added.

Additionally the paragraph prior to that one states very clearly that DCFS will not accept any type of restricted driver's license resulting from traffic violations as a valid driver's license regardless of point assessment for operating a state vehicle or operating a private vehicle on state business, transporting children or claiming mileage reimbursement. DCFS will not furnish a driver to transport a DCFS staff member or affiliate while driving on state business.

These are pretty restrictive (although justified) procedures that do not necessarily pertain to other State Agencies or DHS Divisions. These changes were previously included in the Foster Parent Safety Program however the employee procedures had not been updated.

According to Tami Harlin each current employee must sign all new forms and provide the information to us for us to be able to document the changes were made available to all DCFS employees.

I've tried to provide enough information so that you can explain to staff who may inquire to give you some understanding of why it has to be done this way.