

## EXECUTIVE DIRECTIVE

### Arkansas State Vehicle Safety Program for Foster Parents/Applicants

The Division of Children and Family Services (DCFS) reimburses foster parents for all official driving on state business (e.g. transporting a foster child to an appointment or driving to a foster parent conference or training session). Therefore, foster parents will be included in the Arkansas State Vehicle Safety Program (ASVSP).

1. The initial evaluation of a prospective foster parent will include a driver's record check. During the In-Home Consultation process the Foster Parent Recruiter / Designee will provide the prospective foster parent(s) with a complete copy of the ASVSP. Included with the ASVSP will be forms **VSP-1** (Authorization to Operate Vehicles on State Business), **VSP-2** (Authorization to Obtain Traffic Violation Record), and **CFS-593** (Additional Requirements for DCFS Drivers) as well as a sheet of Driving Safety Tips. The foster parent applicant must fill out the forms and provide a legible copy of his/her driver's license.

**NOTE:** On the VSP-1 the words, "my employer" refer to "DHS/DCFS".

**NOTE:** Copies of the ASVSP and its required forms are available on CHRIS NET, or from any DCFS Area Manager or DCFS County Supervisor or by contacting the DCFS Financial Support Unit.

2. Each prospective foster parent must provide the DCFS Foster Parent Recruiter/ Designee or the County Supervisor with a signed VSP-1, VSP-2, CFS-593 and a legible copy of his/her driver's license prior to being recommended to attend foster parent training.

**NOTE:** Each foster parent must **initial** the VSP-1, indicating he/she has read the "Driving Safety Tips" included in his/her copy of the ASVSP.

3. The DCFS County Supervisor/Designee will provide the DCFS Office of Financial and Administrative Support Unit (**mail Slot S561**) with the signed forms and legible copies of the driver's license prior to signing the approval recommendation for prospective foster parents to attend training.

4. The Driver Safety Program Manager in the DCFS Office of Financial and Administrative Support Unit will:

- Enter the prospective foster parents in the INA Database,
- Conduct a check of the prospective foster parents driving record(s) and
- Provide a copy of the Traffic Violation Report (TVR) to the County Supervisor/ Designee as part of the approval packet.
  - If a prospective foster parent has **10 to 23 points** assessed against his/her driving record, their case will be referred to the Driver Safety Program (DSP) Manager in the DCFS Office of the Financial and Administrative Support Unit. The DSP Manager will forward information on the case to the DCFS Director for evaluation, administrative action and possible exclusion as a foster parent.
  - If a prospective foster parent has **24 or more points** assessed against his/her driving record or has a suspended license, he/she will automatically be excluded as a foster parent.

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5. Current foster parents, who have not previously had their driving record checked, must submit to such a check. DCFS will provide the foster parent with a complete copy of the ASVSP. Each foster parent should fill out the enclosed VSP-1 VSP-2, CFS-593 and provide a legible copy of their driver's license. Each foster parent must also **initial** the VSP-1, indicating he/she has read the "Driving Safety Tips" included in the copy of the ASVSP provided.

The County Supervisor/Designee will collect and forward the documents to the Office of Finance & Administrative Support (**Slot-S561**) ATTN: Driver Safety Program.

The Driver Safety Program (DSP) Manager in the DCFS Office of the Financial and Administrative Support Unit will review the Traffic Violation Report (TVR) and take appropriate action as follows:

- If a foster parent has **10 to 13 points** assessed against his/her TVR, the DSP Manager will forward information on the case to the DCFS Director. The Director will review the foster parent's authorization to drive on state business and consider possible exclusion as a foster parent. If the foster parent is not excluded as a foster parent and keeps his/her authorization to drive on state business, he/she will:
  - Complete a Defensive Driving Course paid for by the foster parent.
- If a foster parent has **14 to 17 points** assessed against his/her TVR, the DSP Manager will forward information on the case to the DCFS Director. The Director will review the foster parent's authorization to drive on state business and consider possible exclusion as a foster parent. If the foster parent is not excluded as a foster parent and keeps his/her authorization to drive on state business, he/she will:
  - Have authorization to drive on state business suspended for a period no less than **5 working days**. Reinstatement of those driving privileges will require DCFS Director approval and;
  - Completion of a Defensive Driving Course paid for by the foster parent within 60 days after the suspension began.
- If a foster parent has **18 to 23 points** assessed against his/her TVR, the DSP Manager will forward information on the case to the DCFS Director. The Director will review the foster parent's authorization to drive on state business and consider possible exclusion as a foster parent. If the foster parent is not excluded as a foster parent and keeps his/her authorization to drive on state business, he/she will:
  - Have authorization to drive on state business suspended for a period no less than **10 working days**. Reinstatement of those driving privileges will require DCFS Director approval and completion of a Defensive Driving Course paid for by the foster parent within 60 days after the suspension began.

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- If a foster parent has **24 or more points** assessed against his/her TVR or has a suspended license, the DCFS Director will automatically exclude that person as a foster parent. In order to be re-considered as a foster parent at a later date, the person must:
  - Have his/her authorization to drive on state business suspended for no less than **20 working days**. (Only the State Insurance Commissioner may reinstate those driving privileges)
  - Complete a Defensive Driving Course paid for by the foster parent within 60 days after the suspension began.

**NOTE:** DCFS will **not** accept a “restricted driver’s license” as an adequate temporary replacement for a regular driver’s license.

6. The office of Finance and Administrative Support will send notification to the County Supervisor/Designee of any program violations for appropriate action.
7. If a single foster parent or both foster parents in a multi-parent foster home are excluded as a foster parent, the foster child(ren) in that home will be removed immediately following the required notifications (see Policy VII-D) and placed in another, approved foster home.

**NOTE:** The required notifications include:

- Age-appropriate child(ren)
  - Foster parent(s)
  - The Court
  - OCC Attorney
  - Attorney ad litem and
  - The child’s family.
8. All prospective and current foster parents will be entered into the DCFS driver’s database. Every Monday, the DFA automated driver database will notify DCFS of any change in any foster parent’s traffic violation report (TVR) status. Changes in TVR status will be noted in the DCFS database and administrative actions will be taken in accordance with the ASVSP (#4 & #5 above).