

Communication/To Go Bag

Agency Name: _____

Program Site: _____

Employee Name: _____ Date: _____

To Go Bags

I understand that while transporting individuals served in my own vehicle, I will need at all times an emergency "To Go Bag". The contents include a Staff Vehicle Log with emergency procedures for the community and a current completed Vehicle Inspection List for my vehicle.

I, _____ acknowledge receipt of an agency "To Go Bag" on this date.

I understand that this bag is to be kept in my personal vehicle, or will be checked out when using it to transport individuals served for this agency. The contents of this bag are to be removed and used only in the event of an emergency.

I understand that replacement of this bag and its contents, should it become lost, stolen or destroyed will be my responsibility. This agency will collect an amount of \$50.00 from me, in person or by payroll deduction in order to replace this bag.

Employee Signature

Date

Agency Supervisor/Representative

Date

Communication Device

I understand that while transporting individuals served (in an agency vehicle and/or in my personal vehicle) I will need an emergency communication device. I understand that I have an option to use my personal cell phone in emergency situations while transporting persons served.

I choose to use my personal cell phone in emergency situations
(If in the future, I am unable to continue use of my personal cell phone, I will notify the agency providing a reasonable time frame to ensure I do not transport without a communication device. I understand that I can be reimbursed for emergency calls when documentation is provided.)

I choose not to use my personal cell phone in emergency situations

An additional \$20.00 will be collected from me either in person or by payroll deduction to replace the communication device (if lost, stolen or damaged) which was provided in this bag, if applicable.

Communication Device provided ___ Yes ___ No

Employee Signature

Date

Agency Supervisor/Representative

Date