

CHAPTER 10: MEDICAL TRANSPORTATION**SECTION: 10.5: NEMT – STAFFING AND TRAINING****PAGE(S) 1****STAFFING AND TRAINING****Driver Requirements**

Each provider is responsible to assure that all drivers continuously meet the following minimum requirements in order to transport Medicaid recipients:

- Be 25 years of age or older and possess a current driver's license (class D or CDL). Proof of the driver's age and license classification must be documented in the driver's personnel file at all times. A copy of the driver's license should be submitted to the inspector with the MT-8 form.
- Have successfully completed a defensive driving course accredited by the National Safety Council or a course equivalent to the course approved by the Health Standards Section – NEMT Program Manager. Proof of successful completion must be documented in the driver's personnel file. A copy of the certificate verifying completion of the course must be submitted with each MT-8. Online courses are not acceptable.
- Have an Official Driving Record from the Office of Public Safety with the MT-8 with no more than two driving violations and no Driving While Intoxicated (DWI) violations within the past three years.

In accordance with Louisiana Revised Statute 40:1300.51-56, providers must obtain a criminal history check on all new drivers hired. The criminal history check must be from, or an agency authorized by, the Louisiana State Police. Providers must provide the Bureau of Health Services Financing with proof that a criminal history check was requested. Appropriate documentation includes a copy of the Criminal History Check Request Form and a copy of the money order used to pay for the history check.

Providers must report all driver changes to the inspector within five working days on the Form MT-8-C (Driver Change Form) including terminations and reasons for terminations.

Providers must report within five working days to the Transportation Manager at Health Standards when a new driver is hired or when there is a driver change. Information regarding new drivers must be reported on the Driver Information Form (Form MT-8) and include an updated Official Driving Record. Driver changes must be reported on the Driver's Change Form (Form MT-8-C) and include terminations and reason(s) for terminations. (See Appendix H for a copy of these forms and Appendix G for contact information.)