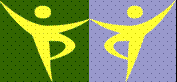
Clinical Connections

**SpeechKids/ OT Kids  
Play Partners**

**Jamberry Center   
Classroom Connection  
Culture Club  
North Shore Teen Center  
Transition Connection**

**

2219 Lakeside Drive

Bannockburn, IL 60015

847/234-0688 voice

847/234-0687 fax

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Policy on Transporting Clients in Private Vehicles**

Dear Parents,

I’m writing to make certain that any questions you might have about our policy concerning our staff using their private vehicles to transport you or your children are raised and answered properly.

Our policy on having employees use their own vehicles to transport you or your children is very simple:

*“Employees, while working, are prohibited from allowing clients to ride as passengers in their personal automobiles except in an emergency. In an emergency, employees should consider alternatives to using their personal vehicles, for example, calling an ambulance, police or other public service agency, and should use a personal vehicle as a last resort.”*

By emergency, we mean a situation where there is a clear and immediate danger

to you or your child’s life and safety.

Without this restriction, we would have to pay an exorbitant increase in insurance premiums, with little or no benefit to most of our clients. Transportation is not a part of

our business services.

We intend to maintain your signed agreement in your file, and will request a new signed agreement each five (5) years.

Sincerely,

Crisler Lovendahl

Executive Director

□ I have read and will abide by this policy.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_