

Appendix to Vendor Agreement

Checklist for Transportation Providers

ALTSD New Mexicare



This form is ONLY required if driving the member is your job function or part of your assigned tasks.

All providers/vendors who provide transportation services to a Self-Direction Participant must meet each of the following requirements:

- Each driver possesses a valid New Mexico driver's license
- Be at least 18 years of age
- Be free of physical or mental impairment that would adversely affect driving performance
- Have no driving while intoxicated (DWI) convictions or chargeable (at fault) accidents within the previous two years
- Possess a current insurance policy and vehicle registration for each vehicle
- Have a current basic First Aid in each vehicle
- Have current CPR/First Aid Certification
- Complete Training on Critical Incident, abuse, neglect, and exploitation reporting
- Trained on New Mexico Department of Health Improvement (DHI) Critical Incident

REQUIRED: Please attach copies of the following documents to this form:

- Current Auto Insurance Policy for each vehicle that will be providing transportation
- Current Vehicle Registration for each vehicle that will be used to provide transportation

I, the Self-Direction Participant, attest that I have verified that my transportation provider possesses each of the qualifications listed above and has attached copies of the required documentation to this form.

Participant Printed Name: _____

Participant Signature: _____ **Date:** _____

Vendor Signature: _____ **Date:** _____

Please return this form, with attached documentation, to Palco.

Fax: 1.877.859.8757

Email: accounting@palcofirst.com

Mail: P.O. Box 13260 Maumelle, AR 72113