

Cornerstone Behavioral Healthcare

PM.25 Transportation Guidelines

Clinical and Case Management Staff

At no time will an employee transport a client in their vehicle or any other vehicle without having the proper insurance coverage in place as verified by the Human Resource department. The minimum insurance coverage required is 100,000/300,000 liability, accompanied by a written notification or declaration from the insurance company stating that the employee's coverage will extend to both the employee and the client in the event of an accident during working hours.

Unless accompanied by a legal guardian, under NO circumstances will an employee take a client of Cornerstone Behavioral Healthcare to a lake, pool, ocean, or any other body of water where an official lifeguard is not on duty. In the case of uncertainty of a lifeguard on duty, activities must be postponed until it has been verified that a lifeguard is on duty. All such trips must be pre-approved by the CEO or Designee.

Weapons of any kind are not allowed in the vehicle when transporting a client.

Frank Willard

CEO

12/16/2025

Date