

Driver Credentialing CHECKLIST

Transportation providers must submit a driver roster listing all drivers that will be assigned trips. All drivers must submit current documentation showing proof of the following:

- Proof drivers are not listed as excluded in any of the following lists:**
 - [System for Award Management \(SAM\) \(Parties excluded from Federal Programs\)](#)
 - [Office of Inspector General of Child Welfare \(OIG\) \(Excluded individuals/entities\)](#)
 - [Hawaii State Medicaid Exclusion List \(Parties excluded from state Medicaid programs\)](#)
- Legible Copy of Driver's License with verification of 21 years of age**
- 10-panel drug screen**
 - Per CMS guidelines, a reference code cannot be provided by the broker, Transdev Health Solutions.
 - Drug screenings must be repeated annually.
- Sex Offender Registry Check for both the State of Hawaii and National**
- Motor vehicle report for the past 5 years**
 - A Driver Abstract from a district court in the state of Hawaii is a qualified substitute in place of a Motor Vehicle Report so long as it checks all federal vehicle records, not just county and/or state.
 - The driving records shall have:
 - no moving violations within the past year
 - no more than three (3) years
 - no suspensions for moving violations in the past year
 - no DUI, DWI, OWI, or OUI convictions
 - no refusals to test
 - no reckless driving tickets/moving violations with the past year
 - no leaving the scene of an accident
- no use of a vehicle in the commission of a felony
- no preventable major accidents in the past three (3) years
- no more than two (2) preventable accidents in the past three (3) years
- no serious traffic violations, including but not limited to, reckless driving, improper lane changes, failure to reduce speed to avoid an accident, or any violations with a fatal accident in the past three (3) years
- Criminal background check**
- Medical Exam to determine drivers' health and ability to operate a motor vehicle. The exam must include the date the driver is seen by a physician, what was checked during that examination, and the licensed doctor that performed the examination.**
- Training certificates**
 - CTAA PASS Training
 - All drivers will be required to have an in-person wheelchair securement course for the CTAA PASS training certificate.
 - For current providers, online recertification courses with no in-person wheelchair securement course cannot be accepted after 6/1/2024.
 - Drivers that have obtained a CTAA PASS Online recertification will not be required to recertify for an in-person course until their course expiration date.
 - First-Aid Certification
 - Defensive Driving
 - Civil Rights Training
 - Required annually by the State of Hawaii for all contractors and subcontractors that facilitate the handling and use of protected health information (PHI) in accordance with HIPAA and the Civil Rights Act of 1964.