

Catch-A-Ride Employee

CAR Driver Manual (2025) Acknowledgement Form

This employee manual is not set forth as a written contract and is not intended to create any guarantee of employment, but as a guide to ensure uniform personnel procedures; to aid in the selection of qualified persons for available positions; to guarantee fair employment practices based upon merit principles; and to facilitate efficient operation of the agency in the best interest of those who seek services. The Director, in consultation with the Executive Director, will decide anything not addressed in this document on a case-by-case basis. Nothing in this handbook or in the Employee Handbook constitutes an expressed or implied contract, assurance of continued employment, or implies that just cause is required for termination.

This handbook does not supersede the *LifeTime Resources Policies & Procedures*; rather it defines the transportation program elements.

Catch-A-Ride is responsible for adhering to regulations set forth by the Indiana Department of Transportation (INDOT), the Department of Transportation (DOT), and any individual service agreements.

Understood and agreed:

Employee Name (Printed)

Employee Signature

Date

Employee's Title

Employee ID#