

**APPENDIX TO EMPLOYEE AGREEMENT  
CHECKLIST FOR PROVIDERS OF TRANSPORTATION SERVICES  
Self-Direction Medicaid Waiver**

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

EMPLOYEE INFORMATION	
Full Name	ID/Last 4 of SSN

**All individuals who provide transportation services of any sort to a Self-Direction participant must possess the following qualifications:**

- Possess 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
- Have current CPR/First Aid Certification
- Have a First Aid Kit in the Vehicle (*For Mivia only*)
- Complete Training on Critical Incident, abuse, neglect, and exploitation reporting.

I attest that I have verified that my transportation provider possesses each of these qualifications. (Please complete and sign in ink.)

\_\_\_\_\_  
**Employer Printed Name**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

Please attach copies to this form of the following documents from the provider (employee) listed above:

- Valid New Mexico driver’s license
- Current Insurance Policy listing the employee that will be providing transportation
- Current Vehicle Registration of the employee that will be providing transportation
- Driving Records within the previous two years

**These documents are necessary in order to verify if the provider is qualified to perform transportation services within Self-Direction. Without these documents, transportation cannot be provided.**