

ALBEMARLE CHARLOTTESVILLE REGIONAL JAIL
160 Peregory Lane
Charlottesville, Virginia 22902

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Superintendent

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GUIDELINES AND RESPONSIBILITIES FOR WORK RELEASE
INMATE TRANSPORTATION

The following Rules and Regulations are for persons who transport Work Release inmates to and from their job site. These Rules and Regulations must be signed prior to any person being allowed to transport a Work Release inmate to and from work.

Printed name of Work Release inmate being transported

1. I will transport the Work Release inmate to and from the job site using the ***most direct route*** possible.
2. I will not make any stops while transporting the Work Release inmate unless it is a **VALID** Emergency.
3. If I am unable to continue transporting the Work Release inmate, I will notify the Work Release Department immediately to arrange transportation for the inmate.
4. Upon transporting the Work Release inmate to the job site I will leave the premises Immediately.
5. Inmates are not allowed to associate with inmates of the opposite sex, therefore they are NOT to be transported with inmates of the opposite sex under any circumstances.
6. I will provide a copy of my VALID drivers license and auto insurance to the Work Release Department prior to transporting the Work Release inmate.
7. I will ensure that all necessary maintenance required to operate my vehicle, i.e. **GAS, OIL** etc., are completed prior to transporting the Work Release inmate.
8. I will contact the jail immediately if the Work Release inmate being transported fails to abide by the Rules and Regulations of the Work Release program or **ESCAPES** from my Custody.

9. I will provide a full description of the vehicle I will be using to transport the Work Release inmate. I will notify the Work Release Department of any change of vehicle used to transport the Work Release inmate.

MAKE: _____

MODEL: _____

YEAR: _____

COLOR: _____

LICENSE PLATE: _____

STATE: _____

10. I WILL NOT LEAVE KEYS IN THE IGNITION OR LEAVE MY VEHICLE RUNNING WHILE PICKING UP OR DROPPING OFF ANY WORK RELEASE INMATES. IF KEYS ARE FOUND IN MY VEHICLE THEY MAY BE REMOVED AND THE VEHICLE LOCKED.

KEYS MAY BE RETRIEVED FROM THE WORK RELEASE SUPERVISOR

11. **I understand that the visitor / transportation dress code will be strictly enforced.** Shorts, Revealing tops, tank tops, halter-tops and tube tops are not allowed in this facility. Individuals will be turned away if their attire is deemed inappropriate.
11. My signature below authorizes the ALBEMARLE CHARLOTTESVILLE REGIONAL JAIL to do a DMV background check of my driving record.
12. You must be at least **EIGHTEEN (18) YEARS OLD** to transport Work Release participants.

I have read and understand the Guidelines and Responsibilities for Work Release inmate Transports. I understand that failure to abide by these Rules and Regulations will result In my removal as transportation for the Work Release inmate, and may result in the Removal of the Work Release inmate from the program. All rules and regulations of the program are subject to change at any time and you are expected to comply.

Printed name of transportation provider

DATE

Signature of transportation provider

Signature of Work Release Officer

DATE