



POLICY AND PROCEDURE ON SAFE TRANSPORTATION

I. PURPOSE

The purpose of this policy is to ensure the safety of persons served as well as staff during transportation and include the provisions for handling emergency situations.

II. POLICY

When transportation is the responsibility of WCI, staff will assist in transporting, handling, and transferring persons served in a safe manner and according to their *Community Service and Support Plan* and/or *Community Service and Support Plan Addendum* or *Individual Vocational Plan*. For those individuals in Extended Employment, WCI is not responsible for transportation to and from work. WCI only provides transportation to crew sites as applicable.

III. PROCEDURE

- A. Upon employment, staff are informed of the requirement that they must hold a valid driver's license, appropriate insurance, and maintain a safe driving record. Staff may also be required to complete additional training on safe transportation procedures.
- B. The Building Maintenance Supervisor or his designee will ensure the safety of vehicles, equipment, supplies, and materials owned or leased by WCI and will maintain these in good condition. The Building Maintenance Supervisor will communicate and keep the Executive Director up to date. Standard practices for vehicle, equipment, supplies, and materials maintenance and inspection will be followed.
- C. Staff will transport persons served with a program's vehicle. If there is no program vehicle, staff will attempt to use public or contracted transportation. If those options are unavailable, staff will use their own vehicle for transportation of persons served.
- D. For contracted transportation, the Executive Director and/or Director of Waivered Services will ensure that all required documentation is completed and submitted before the first trip is scheduled. Staff will arrange ongoing use of contracted transportation or will assist persons served, as needed, in arranging transportation for themselves. *
- E. When dropping off persons served at a site which requires a change in staff, transporting staff will ensure that staff or another responsible party are present before leaving the person served unless otherwise specified in the person's *Community Service and Support Plan* and/or *Community Service and Support Plan Addendum*. Any necessary information will be presented to the staff or other responsible party.

1. For individuals on a transportation route provided by WCI staff, when

individuals are being dropped off at the end of the day, a staff or family member at the residence must signal to the driver that they are home, unless otherwise indicated on the person's CSSP Addendum. The route driver will wait to insure the individual gets into the house. *

2. Individuals will not be dropped off at a different location other than their normal place of residence. *
 3. Route drivers are required to stay with the vehicle to ensure the safety of other passengers. Drivers will assist individuals to get on and off the vehicle. Please have staff from your home assist the route driver to ensure person served safety to and from the vehicle. WCI vehicle will wait 3 minutes after pickup or drop off times for person served to board or exit to homes with supervision present. If a person served does not board on time the home is responsible for transporting the person served, unless states different in the person's CSSP Addendum. *
 4. All person's served who are picked up or dropped off during program hours need to "check in/out". They need to be dropped off or picked up at the front door with the receptionist at WCI and at the desk area at the Kandiyohi County Recycling Center. WCI staff will chart the time and the name of the individual who dropped off or picked up person served. *
- F. In accordance with state laws, anyone riding in a moving vehicle must wear seatbelts and/or child safety restraints.
- G. Staff are prohibited by state law (MN Statutes, section 169.475) to compose, send, or receive an electronic message while operating a motor vehicle. This includes a program vehicle or a staff person's own vehicle. An electronic message (as defined by state law) "means a self-contained piece of digital communication that is designed or intended to be transmitted between physical devices. An electronic message includes, but is not limited to, e-mail, a text message, an instant message, a command or request to access a World Wide Web page, or other data that uses a commonly recognized electronic communications protocol. An electronic message does not include voice or other data transmitted as a result of making a phone call, or data transmitted automatically by a wireless communications device without direct initiation by a person."
- H. Persons served using wheelchairs will be transported according to manufacturer's safety guidelines. This includes, but is not limited to, safe operation and regular maintenance of lift equipment, checks of straps to secure the wheelchair to the floor of the vehicle, and use of adaptive seating equipment (i.e. headrests, lap trays) when appropriate. Staff who are transporting persons served and who complete "tie-downs" of wheelchairs will receive training on how to do so and will be required to demonstrate competency prior to transporting persons using wheelchairs.
- I. Staff will receive training on each person's transferring or handling requirements for the person and/or equipment prior to transferring or transporting persons. All transfers and handling of persons served will be done in a manner that ensures their dignity and privacy. Any concerns regarding transportation, transfers, and handling will be promptly communicated to the Designated Coordinator/Employment Advisor and/or Director of Waivered Services and/or Director of Extended Employment and Placement Services who will address these concerns. This will be done immediately if the health and safety of the person(s) served are at risk.

- J. When equipment used by a person served is needed, staff will place the equipment in a safe location in the vehicle such as the trunk of a car. If a program vehicle does not have a designated storage space such as a trunk, staff will place the equipment in an area of the vehicle and secure it, when possible, so that there is limited to no shifting during transport.
- K. If there is an emergency while driving, staff follow emergency response procedures to ensure the person(s) safety. This will include pulling the vehicle over and stopping in a safe area as quickly and as safely as possible. Staff will use a cell phone or any available community resource to contact "911" for help if needed. If a medical emergency were to occur, staff will call "911" and follow first aid and/or CPR protocols according to their training.
- L. While transporting more than one person served and person to person physical aggression occurs, staff will pull over and stop the vehicle in a safe area as quickly and as safely as possible, redirect the persons served, and if necessary, attempt to contact another staff person, the Designated Coordinator/Employment Advisor and/or Director of Waivered Services and/or Director of Extended Employment and Placement Services, or "911" for assistance.
- M. Persons served are prohibited from driving program or staff vehicles at any time.
- N. When any WCI employee has a motor vehicle accident with person served as passengers they must report to Rice Memorial Hospital for drug/alcohol testing. In the event staff refuse to be tested, refusal will be considered voluntary resignation from WCI. (Refer to Drug and Alcohol-Free Work Place policy in the staff handbook.)

****Not Applicable for Extended Employment**