

POLICY AND PROCEDURE ON SAFE TRANSPORTATION

I. PURPOSE

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

II. POLICY

When transportation is the responsibility of Homeward Bound, Inc., (HBI), staff will assist in transporting, handling, and transferring individuals served in a safe manner according to their *Self-Management Assessment and/or Coordinated Service and Support Plan Addendum*.

III. PROCEDURE

- A. Upon employment, Homeward Bound, Inc. (HBI) staff are informed of the requirement that they must hold a valid driver's license, appropriate insurance if they are expected to use their own vehicle to transport individuals, and maintain a safe driving record. Staff may also be required to complete additional training on safe transportation procedures.
- B. The Program Resource Coordinator/Program Supervisor (PRC/PS) and/or the Operations Administrator (OA) along with the Director of Maintenance will ensure the safety of vehicles, equipment, supplies, and materials owned or leased by the company and will maintain these in good condition during times of providing services. Standard practices for vehicle, equipment, supplies, and materials maintenance and inspection will be followed.
- C. Anytime staff transports an individual in their own vehicle due to the specific program requirements, they will need to provide proof of insurance and valid driver's license to their supervisor which will be filed at the corporate office.
- D. For contracted transportation, the PRC or OA will ensure that all required documentation is completed and submitted to the transportation company prior to the first scheduled trip. Staff will arrange ongoing use of contracted transportation or will assist individuals served, as needed, in arranging transportation for themselves.
- E. When dropping off individuals served at a site which requires a change in staff, the transporting staff will ensure that staff or another responsible party are present before leaving unless otherwise specified in the individual's *Coordinated Service and Support Plan* and/or *Coordinated Service and Support Plan Addendum*. Any necessary information will be presented to the staff or other responsible party.
- F. In accordance with state laws, anyone riding in a moving vehicle must wear seatbelts and/or child safety restraints.

- G. Staff will not make or receive a phone call while transporting individuals. Staff will park the vehicle to talk on the phone. A staff who witnesses another employee driving and using their phone while in the same operating vehicle will report the incident to their supervisor.
- H. 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."
- I. Individuals 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 individuals 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 individuals using wheelchairs.
- J. Staff will receive training on each individual's transferring or handling requirements for the individual and/or equipment prior to transferring or transporting individuals. All transfers and handling of individuals served will be done in a manner that ensures safe transportation, dignity, and privacy. Any concerns regarding transportation, transfers, and handling will be promptly communicated to the PRC and/or OA who will address these concerns. This will be done immediately if the health and safety of the individual(s) served are at risk.
- K. When equipment used by an individual 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.
- L. If there is an emergency while driving, staff will follow emergency response procedures to ensure the individual(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.

- M. While transporting more than one individual served and individual to individual physical aggression occurs, staff will pull over and stop the vehicle in a safe area as quickly and as safely as possible, redirect the individuals served and if necessary, attempt to contact another staff person, the PRC and/or OA, or “911” for assistance.
- N. Individuals served are prohibited from driving program or staff vehicles at any time.
- O. All staff driving company vehicles or personal vehicles for HBI business are expected to drive in a safe manner obeying all traffic laws.

Legal Authority: MS §§ [245D.11](#), subd. 2. (4); [245D.06](#), subd. 2, paragraphs (2) to (4)