

# Safe Transportation Policy

Ability Building Center

## I. Policy

It is the policy of Ability Building Center (ABC) to promote safe transportation, with provisions for handling emergency situations, when this program is responsible for transporting persons receiving services.

## II. Procedures

- A. This program will ensure the following regarding safe transportation:
1. Equipment used for transportation, including vehicles, supplies, and materials owned or leased by the program, will be maintained in good condition by following the standard practices for maintenance and repair, including any ramps, step stools, or specialized equipment used to help people enter or exit the vehicle. *[see Vehicle Inspections, Vehicle Maintenance Procedures]*
  2. Vehicles are to be kept clean (interior and exterior). *[see Vehicle Maintenance Procedures]*
  3. Staff will report all potential mechanical problems immediately. *[see Vehicle Inspections, Vehicle Repair Request Form]*
  4. Staff will report all potential equipment, supply and material problems immediately. *[see, Vehicle Repair Request Form, Vehicle Inspections]*
  5. Staff will report all accidents immediately. *[see Accident Procedures, Incident Reporting Procedures, Motor Vehicle Accident Report]*
  6. Staff will report all vehicle maintenance and concerns to the Transportation Coordinator.
- B. The program will ensure the vehicle and drivers are properly insured when transporting persons served by the program. *[see Verifications & Certifications]*
- C. All staff will follow procedures to ensure safe transportation, handling, and transfers of the person and any equipment used by the person when assisting a person who is being transported, whether or not this program is providing the transportation. When the program is responsible for transportation of the person or a person's equipment, staff will utilize the following assistive techniques:
1. Staff will provide assistance with seatbelts, as needed to ensure they are correctly fastened. *[see Loading-Unloading of Passengers]*
  2. Staff will assist with the use of any ramp or step stools to ensure safe entry and exit from the vehicle. *[see Loading-Unloading of Passengers]*
  3. Staff will ensure all supplies or equipment, including wheelchairs and walkers or other mobility aids used by a person, specialized equipment using proper vehicle restraints are properly secured before the vehicle is in motion. *[see Loading Unloading of Passengers]*
  4. Staff will comply with all seat belt and child passenger restraint system requirements under Minnesota Statutes, sections 169.685 and 169.686 when transporting a child. *[Not Applicable – program does not transport children]*
- D. Vehicles will be utilized exclusively for the purpose of transporting persons served by this program, and equipment and supplies related to the program.
- E. Staff will be responsible for the supervision and safety of persons while being transported.
1. When the vehicle is in motion, seatbelts are to be worn at all times by all passengers, including the driver and all passengers. *[see Seat Belt Use, Quality of Service]*

2. Staff must be prepared to intervene in order to maintain safety if a person being transported engages in known behavior that puts the person, the driver, or other passengers at risk of immediate danger of physical harm. *[see Quality of Service]*
- F. Staff will be prepared for emergencies to ensure safety. Vehicles will be equipped with the following in case of emergency:
1. Name and phone number of person(s) to call in case of emergency. *[see Accident Procedures, Program Participant Information]*
  2. First aid kit and first aid handbook. *[see Safety]*
  3. Proof of insurance card and vehicle registration. *[see Verification of Auto Insurance]*
- G. In the event of a severe weather emergency, staff will take the following actions:
1. Monitor weather conditions. Listen to local television or radio or a weather-radio for weather warnings and watches. *[see Weather Procedures]*
  2. Follow directions for the need to change plans and activities, or seek emergency shelter. *[see Weather Procedures]*
  3. Inform passengers why plans and activities have changed. Assist passengers remain calm. *[see Weather Procedures, Quality of Service]*
- H. All staff are required to follow all traffic safety laws while operating the program vehicle. This includes maintaining a valid driver's license, wearing seatbelts, and obeying traffic signs while operating program vehicle. *[see Verifications & Certifications, Safety]*
- I. All staff are prohibited from smoking, eating, drinking, or using cellular phones or other mobile devices while operating the program vehicle. *[see Driver Expectations & Responsibilities]*

Policy reviewed and authorized by:

Bruce Remme, Executive Director  
 Print name & title



Signature

Date of last policy review: 5-11-16

Date of last policy revision: 12-3-15

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