

PossAbilities SAFE TRANSPORTATION POLICY

Policy:

- A. To protect participant health and safety when PossAbilities is responsible for providing transportation the agency promote safe driving practices, with provisions for handling emergency situations.
- B. Driving/transporting participants is an essential job function at PossAbilities. Employees must be mindful that they are a representative of PossAbilities while transporting participants either in personal or agency vehicles. If there are accurate complaints of employees committing driving infractions, they may be subject to disciplinary actions, including termination from employment.

Methods of Transportation Utilized by Participants:

- A. PossAbilities attempts to use public transportation whenever possible.
- B. Transportation for participants is provided through the following means:
 - City bus
 - ZIPS (Zumbro Independent Passenger service)
 - R&S, Kids on the Go and other transportation companies
 - School bus
 - Taxi cabs
 - Agency vehicles
 - Employee vehicles
 - Private individuals
 - Ability Building Center
 - Residential provider agencies

Non-PossAbilities Vehicles - Personal Support & Respite Services

General Transportation Procedures:

- A. The Program Director or Coordinator will ensure that all employees who transport participants have a current, valid driver's license and are properly insured.
- B. Employees must report any driving violations, lapse in personal insurance, revocation of driver's license, DUI's or accidents immediately to immediate supervisor.
- C. All employees will follow procedures to ensure safe transportation, handling, and transfers of participants and any equipment used by participants when assisting with transportation, whether or not PossAbilities is providing the transportation. When PossAbilities is responsible for transportation of the participant or their equipment, employees will utilize the following assistive techniques:
 - Employees will focus on the participant at all times, eliminating distractions such as cell phone usage, personal issues or unnecessary conversation;
 - Employees will provide assistance with seatbelts, as needed to ensure they are correctly fastened;
 - Employees will apply the wheelchair brakes at all times when they are not directly supporting the participant, unless they are able to maintain their safety independently;
 - Employees will assist with the use of any ramp or step stools to ensure safe entry and exit from the vehicle;
 - When the vehicle is in motion, seatbelts are to be worn at all times by all passengers, including the driver;
 - Employees 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;

- Employees will ensure all supplies or equipment, including wheelchairs and walkers or other mobility aids or specialized equipment used by the participant is properly secured before the vehicle is in motion;
 - Employees must be prepared to intervene in order to maintain safety if a participant being transported engages in behavior that puts the participant, the driver, or other passengers at risk of immediate danger of physical harm.
- D. Employees will assure the following information is with them whenever transporting participants:
- Participant Information Form or One Page Profile, including name and phone number of person(s) to call in case of emergency, must be kept according to data privacy policies;
 - Proof of insurance card and vehicle registration.
- E. All employees are required to follow all traffic safety laws while operating vehicles. Employees will be responsible for paying for any fines or tickets issued by law enforcement.
- F. All employees are prohibited from smoking, eating, drinking, or using cellular phones or other mobile devices while operating vehicles moving vehicles. Drinking is only permitted when the vehicle is in park and not while operating the lift or assisting participants in and out of the vehicle.

Procedures in Case of Accident:

- A. If employees are involved in an accident they will follow these instructions in the order given:
- Do not leave the scene of the accident or move the vehicle unless you and the participants are in immediate danger;
 - Evaluate the condition of yourself and the participants. Administer First Aid as necessary;
 - Call the non-emergency police number for your community or call 911 to alert police if immediate medical attention is needed; if you are driving a busette, you must call the State Patrol as they need to complete an on-site investigation.
 - Solicit aid from passing motorists, if necessary;
 - Supply authorities and/or other drivers with accurate and complete information leading up to and involving the accident;
 - Report back to the Program Director as soon as possible;