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# *Transportation Policy*

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## **Purpose**

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Lifeworks is required by MN Statute 245D.06 and CARF to promote safe transportation and provisions for handling emergency situations when Lifeworks is responsible for transporting individuals receiving services in DT&H programs.

## **Scope**

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The Transportation Policy applies to all individuals authorized to drive a Lifeworks vehicle or transport an individual receiving Lifeworks services in DT&H programs.

## **Policy**

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All employees are responsible for the vehicles they are driving, the individuals served that they are transporting and the reputation of Lifeworks in the community. Lifeworks HR Department annually checks all DOT certified staff's driving records to insure they are insurable.

Staff are responsible for reading, understanding and following the Transportation Module posted on the Lifeworks home page. Staff are also responsible for the gas card they are issued, and charges accrued during the time that the card is assigned to them.

Staff are prepared for handling emergencies through training provided by the Transportation Department before they are allowed to drive Lifeworks Vehicles. Staff are to follow the emergency response procedure to ensure the individuals served safety. These procedures are available in the vehicles and in the Transportation Resource Module.

## Rights & Responsibilities

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The Transportation Department will ensure the safety of individuals who are served by Lifeworks and staff during transport by completing daily, weekly checks of all the vehicles and having a PM performed every 4,000 to 4,500 miles. Lifeworks will review and investigate any incidents involving transportation. Lifeworks staff are responsible for paying all fines and reporting any citations incurred while driving for Lifeworks. Lifeworks staff are responsible for submitting receipts for charges on their gas card.

## Resources

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Transportation Module  
 MN Statute 245D  
 CARF  
 Job Description

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