

Transportation Policy

Purpose

To ensure the safety and well-being of individuals receiving Day Support Services and/or Employment Services, Lifeworks is committed to providing safe transportation and effective emergency procedures in compliance with Minnesota Statute 245D.06, Subdivision 2, and CARF standards.

Scope

The policy applies to all Lifeworks employees authorized to drive a Lifeworks vehicle or transporting a client receiving Lifeworks services in Day Support and/or Employment Services.

Policy

Lifeworks employees are responsible for the vehicles they are driving, the individuals served they are transporting, and the reputation of Lifeworks in the community.

Employees are responsible for reading, understanding and following the Transportation Module. Employees are also responsible for the gas card issued to them by the Lifeworks finance department and are responsible for submitting receipts of gas purchases by the end of each month.

Lifeworks employees are prepared for handling emergencies through training provided by the Fleet and Facilities Department before they are allowed to drive a Lifeworks vehicle.

Employees are to follow the emergency response procedure, located in the visor of each Lifeworks vehicle, to ensure the client's safety. These procedures are also available in the Transportation Module.

When Lifeworks employees drive their own vehicle, while being reimbursed by Lifeworks for mileage, it is expected that they follow Minnesota State Laws. If Lifeworks staff get into an accident, when being reimbursed for mileage, staff should call 911, obtain a police report, and file a claim with their insurance company. Staff then should also reach out to their Program Manager and/or Lifeworks HR Department for next steps. When transporting a Lifeworks client the same policy applies.

Rights & Responsibilities

The Fleet and Facilities Department will oversee the safety of clients and staff during transportation by completing daily, weekly, and monthly checks of all Lifeworks vehicles and have preventative maintenance performed every 5,000 miles. They will review and investigate any incidents involving Lifeworks vehicles.



Lifeworks HR Department, annually, checks all DOT certified staff's driving records to ensure they are insurable.

Lifeworks employees are responsible for the safety and maintenance of their personal vehicles, for paying all fines, and reporting any citations incurred while driving a Lifeworks vehicle, or while driving their own vehicle and being reimbursed for mileage.

Disregard or failure to comply with this Policy could lead to disciplinary actions, up to and including, possible termination.

Resources

- Transportation Module
- Minnesota Statute 245D
- CARF Accreditation Handbook
- Job Description

Version History

Version	Modified Date	Approved Date	Author	Reason/Comments
1	5/16/2019	5/16/2019	Connie Giles Bob Platz	
2	7/10/2025		Miranda Madigan Bob Platz	Updated
3	7/28/2025	7/28/2025	Miranda Madigan Bob Platz	Final