

## SAFE TRANSPORTATION POLICY

### Purpose

It is the policy of R&M Welty, Inc. to promote safe transportation, with provisions for handling emergency situations, where the program is responsible for transportation persons served. **This policy is to be followed in addition to the Vehicle Safety policy.**

### Procedure

- A. The program will ensure the following regarding safe transportation:
  - a. 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. This includes any ramps, step stools, or specialized equipment used to help person(s) served enter or exit the vehicle.
  - b. Vehicles are to be kept clean and tidy on both the interior and exterior.
  - c. Staff will report all potential mechanical problems immediately.
  - d. Staff will report all potential equipment, supply, and material problems immediately.
  - e. Staff will report all accidents immediately.
  - f. **Staff will report all vehicle maintenance concerns to their House Manager.**
- B. The program will ensure the vehicle and drivers are properly insured when transporting person(s) served by the program.
- C. All staff will follow procedures to ensure safe transportation, handling, and transfers of the persons and any equipment used by the person(s) when assisting a person who is being transported, whether or not the program is providing the transportation. When the program is responsible for transportation of the person or their equipment, staff will utilize the following assistive techniques:
  - a. Staff will provide assistance with seat belts, as needed, to ensure they are correctly fastened.
  - b. Staff will assist with the use of any ramp or step stools to ensure safe entry and exit from the vehicle.
  - c. Staff will ensure all supplies or equipment, including wheelchairs and walkers or other mobility aids used by a person, or specialized equipment, are properly secured before the vehicle is put into motion.
  - d. Staff will comply with all seat belt and child passenger restraint system requirements under MN Statutes sections 169.685, and 169.686 when transporting a child.
- D. Program vehicles are to be utilized exclusively for the purpose of transporting persons served or equipment and supplies by this program.



- E. Staff will be responsible for the supervision and safety of the person(s) served while being transported.
  - a. When the vehicle is in motion, seat belts are to be worn by all passengers, including the driver, at all times.
  - b. Staff must be prepared to intervene in order to maintain safety if the persons being transported engage in known behavior that puts the person, the driver, or the other passengers at risk of immediate danger or physical harm.
- F. Staff must be prepared for emergencies to ensure safety. Vehicles will be equipped with the following items in case of emergency:
  - a. **Name and phone number of the person(s) served to call in case of emergency.**
  - b. **First aid kit and first aid handbook.**
  - c. **Proof of insurance and vehicle registration.**
- G. In the event of a severe weather emergency, staff will take the following actions:
  - a. Monitor weather conditions. Listen to local television or radio or a weather-radio for weather warnings and watches.
  - b. Follow directions given if the need to change plans and activities arise. Seek emergency shelter as instructed or needed.
  - c. Inform passengers why plans and activities have changed. Assist passengers in remaining calm.
- H. **All staff are required to follow all traffic safety laws and regulations while operating the program's vehicles.** This includes maintaining a valid driver's license, wearing seatbelts, and obeying traffic signs while operating the program vehicle.
- I. **All staff are prohibited from smoking, eating, drinking, or using cellular phones or other mobile devices while operating the program vehicle.**