

SAFE TRANSPORTATION POLICY

Policy

It is the policy of Living Well Disability Services to promote safe transportation, with provisions for handling emergency situations, when this organization is responsible for transporting persons receiving services. This policy applies to all employees, family members, and volunteers.

Individuals who operate vehicles while working for or providing services for Living Well Disability Services, will do so in a manner that protects the safety and security of the people served, as well as the organization's property and that ensures the resources of the organization are used prudently.

Vehicle accidents are costly, but more importantly, they may result in injury to the driver or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. The approach an individual takes when behind the wheel is the single most important factor in driving safely. All drivers are expected to adhere to all regulations and laws pertaining to operating a motor vehicle. Living Well Disability Services expects all drivers to drive in safe and courteous manner and to follow the established safety rules. Failure to comply with this policy may result in disciplinary action, up to and including termination.

Living Well Disability Services vehicles are available for Living Well Disability Services business only. Personal use of any organization-owned vehicle is prohibited.

Procedures

- A. Living Well Disability Services 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.
 2. Vehicles are to be kept clean (interior and exterior).
 3. Staff will report all potential mechanical problems to the Program Manager immediately.
 4. Staff will report all potential equipment, supply and material problems to the Program Manager immediately.
 5. All accidents occurring while performing Living Well Disability Services business, regardless of ownership of the vehicle or severity of the accident, must be reported to the local police department. Failure to stop after an accident and/or failure to report an accident may result in disciplinary action, up to and including termination of employment.
 6. Staff will report all accidents to the Program Manager immediately. A Vehicle Report must be filed with the Operations Department and an Employee Incident Report must be filed with the Human Resources Department within 24 hours of the accident.
 7. If any accidents involve a person receiving services from Living Well Disability Services, an Incident Report for People Receiving Services must be completed according to established procedures found in the Healthcare Manual.
 8. Staff will report all vehicle maintenance and concerns to the Program Manager.
- B. Living Well Disability Services will ensure the vehicle and drivers are properly insured when transporting persons served by the program.
1. Individuals who drive for Living Well Disability Services and own a vehicle are required to carry the minimum level of insurance coverage required by the state in which the

individual lives. Proof of current automobile insurance (copy of insurance card or policy including the insured person's name, the insurance company, policy number, and effective dates) must be on file with the Human Resources Department at all times. Living Well Disability Services will allow 30 days between the expiration date on the proof of insurance on file and the receipt of proof of current coverage. If this information is not provided, the individual will be disqualified from driving. If the disqualified employee's job responsibilities require driving a vehicle, the organization will take the employment action it decides is appropriate for the situation. This employment action could include, but is not limited to, reclassification, reassignment or termination of employment.

- 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 organization is providing the transportation. When Living Well Disability Services 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.
 2. Staff will assist with the use of any ramp or step stools to ensure safe entry and exit from the vehicle.
 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.
 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.
- D. Living Well Disability Services vehicles are to be utilized exclusively to for the purpose of transporting persons served by the organization, and equipment and supplies related to the organization.
1. Living Well Disability Services vehicles are to be driven only by authorized individuals.
 2. Personal vehicles are to be used for transporting people receiving services from Living Well Disability Services only when a Living Well Disability Services vehicle is not available. Persons authorized to do business for the organization and attend meeting or other events in other locations are expected to use Living Well Disability Services vehicles if available. If there is not vehicle available, personal vehicles may be used for attending to Living Well Disability Services business. Mileage expenses for approved staff travel shall be reimbursed at the current IRS rate.
- 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.
 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.
 3. At no time will a person receiving services be left alone in any vehicle, unless the person's safety plan allows for that.
- 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.

2. First aid kit and first aid handbook.
3. Proof of insurance card and vehicle registration.

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.
2. Follow directions for the need to change plans and activities, or seek emergency shelter.
3. Inform passengers why plans and activities have changed. Assist passengers, remain calm.

H. All staff are required to follow all traffic safety laws while operating any Living Well Disability Services vehicle. This includes maintaining a valid driver's license, wearing seatbelts, and obeying traffic signs and rules while operating program vehicle.

1. All drivers must have a valid driver's license from the state in which they reside for the type of vehicle to be operated and have their license with them at all times while driving.
 - a. Minnesota law requires to be re-licensed within 60 days of residing in the state of Minnesota (Wisconsin requires re-licensing within 30 days.) Any driver who is not licensed in their state of residence within the required time will be disqualified from driving.
2. Driving a Living Well Disability Services vehicle or a personal vehicle on Living Well Disability Services business, while under the influence of alcohol, drugs or other intoxicants is prohibited.
3. Any parking, traffic or other ticket issued to a driver while operating a Living Well Disability Services vehicle or operating a personal vehicle on Living Well Disability Services business is the responsibility of the driver.

I. All staff are prohibited from smoking, eating, drinking, or using cellular phones or other mobile devices while operating a Living Well Disability Services vehicle or when using a personal vehicle while transporting a person receiving services from Living Well Disability Services.

1. A cell phone must be available anytime staff are using the company vehicle. Cell phones are available for checkout at the Living Well's main office.
2. The driver must have the vehicle in park when using a cell phone or any other electronic device.

J. Driver Criteria

Motor Vehicle Records (MVR) will be reviewed periodically to assess driving records. If an employee's job responsibilities require driving a vehicle and it is determined that the employee's driving record causes a safety risk to the organization, Living Well Disability Services will take the employment action it decides is appropriate for the situation. This employment action could include, but is not limited to, reclassification, reassignment or termination of employment. The decision will be made by the Director of Human Resources, in consultation with the Regional Director and Program Manager, based on a review of all pertinent information.

Qualifications for Driving include all requirements listed previously, and the following:

1. Individual must be at least 18 years old to operate any vehicle while on Living Well Disability Services business.
2. Individual must complete the Living Well Disability Services Defensive Driving Class within 60 days of a determination of eligibility to drive for Living Well Disability Services.

A standard method of evaluation, provided by Living Well Disability Services' insurance carrier, is used to review driver MVRs. The evaluation includes a demerit point system that assigns a specific number of points for moving violations. The number of points depends on the violation and when the violation occurred. If an employee's point total is 11 or more, the employee is not eligible to drive. Living Well Disability Services will take the employment action it decides is appropriate for the situation. This employment action could include, but is not limited to, reclassification, reassignment or termination of employment.

Individuals are responsible for keeping Living Well Disability Services up-to-date with vehicle information, including any moving violations, DUI/DWI/Implied Consent convictions or other changes in driving status. Such information must be reported to the supervisor and Human Resources within 24 hours of the violation or change in driving status or upon return to work. Any individual who has a driver's license revoked or suspended must immediately notify the supervisor and will be ineligible to drive any vehicle on Living Well Disability Services business. Failure to notify the supervisor and/or Human Resources as required will result in disciplinary action, up to and including termination of employment.

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