Employees much ensure current registration, plates, MVD record and insurance for any vehicle driving a consumer. All expirations dates will be entered into DDReports system to alert both employee and ourselves before expiring. Once any documentation expires the employee must bring in current documentation to be able to continue driving with consumers.

Quarterly vehicle inspections will be mandatory to be able to drive consumer. These inspections will be conducted by our office staff. In this process, we will do a complete check of vehicle verifying adequate air conditioner/heater, proper vehicle maintenance, verify exits, check seatbelts and locks work. These records are kept for up to two years.

It is mandatory for any employee driving a consumer to bring in driving record early for office staff to include in employee files and make sure no issues on license. (e.g. tickets, accidents, etc.) All employees must have a cell phone in the vehicle always while driving a consumer in case of an emergency. If an emergency were to happen it is important the vehicle has a first aid kit and flashlights. Please call 911 if an emergency happens. Once you have safely called 911 it is important to make Care Givers of Arizona, Inc. aware of the situation and responsible party for consumers involved.

It is important to make sure consumer is always safe. When the consumer exits vehicle please ensure to them to step out cautiously to ensure they do not trip. Make sure to be aware of designated drop off and pick up areas prior to driving with consumer and track who is coming in and out of vehicle when necessary. Making sure to drop consumer off with the next person responsible for their safety is mandatory before leaving consumer.

When driving with a consumer it is important to check the vehicle prior, during and after transporting. Complete a 360-degree walk around the vehicle to ensure a clear way for consumer to go in and out. Make sure to check all seatbelts and that the consumer is using them while vehicle is in motion. Do not every leave a consumer in the car alone and lock the vehicle after to prevent reentry if not necessary.

Staff training prior to driving consumers is mandatory and continual information will be sent out to ensure safe transportation always. Knowing how a consumer reacts while driving is important to prepare you for any issues. If consumer is wheelchair bound proper transferring or knowledge of transporting while in a wheelchair will be shown. Reading the consumer’s ISP to ensure that there are any other special needs regarding transportation and ensuring that those needs are met is crucial. While 1 on 1 ratio is in practice, the consumer should always be placed in the rear passenger seat to ensure that consumer is visible to staff but not directly behind staff nor be able to reach any controls of the vehicle. Staffing ratios are never to exceed more than 6 consumers per every 1 non-driving staff.