

Dreamweavers Unlimited, Inc.

Transportation of Persons Served Safety Guide



Vehicle Safety Emergency Policy and Procedures

Established:

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Date of next revision:

*Location: L:\loomega\CARF - POLICIES\Policies organized like
CURRENT POLICY MANUAL (CARF organization)*

H - Health and Safety\Transportation of Persons Served Safety

Guide - 6-02-09

Purpose of the Manual:

It is the goal of Dreamweavers to provide a safe working environment for all staff, consumers and visitors.

This booklet is intended to communicate the agency policy and procedures regarding emergencies occurring during the use of agency owned/leased vehicles and the use of staff member's personal vehicles during the provision of services.

Please review this information carefully. Direct any questions or need for clarification to your immediate supervisor. Any input regarding ways to improve our safety procedures is welcomed. Contact the agency Safety Officer with your ideas.

**The safety of staff, consumers and visitors
is a responsibility shared by all members of our
agency's team.**

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Standards for Drivers

All individuals transporting consumers in vehicles owned by the organization, or in personal vehicles, must comply with company policy regarding the transportation of consumers.

This includes:

1. Valid driver's license.
2. No operation of company vehicles or transporting of consumers in personal vehicles under the influence of alcohol or other drugs.
3. No smoking in company vehicles.
4. No smoking in personal vehicles when transporting consumers.
5. All drivers will complete a basic safety orientation program prior to transporting consumers.
6. Employees using company owned vehicles or their personal vehicle while performing work related duties must immediately report any loss or suspension of driver's license, cancellation or termination of personal vehicle insurance, and/or convictions for traffic violations which may affect eligibility for coverage under the employee's vehicle insurance policy.
7. Should an employee utilize a motor vehicle in the transportation of consumers while carrying out agency business without proper license and insurance, the employee will be subject to dismissal and will assume full legal and financial responsibility for any adverse events that may have occurred.
8. Each employee will produce driving records to this agency upon demand. The (Insert Human Resource Department or Safety Officer), or their designee, will review employee driving records, prior to hire.

Documentation Required in the Vehicle

1. Valid driver's license.
2. Vehicle Registration.
3. If transporting consumers in a company owned vehicle, the agency's insurance verification information.
4. If transporting consumers in a personal vehicle, the staff will have proof of insurance in the vehicle at a minimum of \$100,000/\$300,000/\$100,000.
5. A copy of the agency Vehicle Safety Emergency Procedures booklet.
6. A phone directory containing numbers for the agency and emergency services in the area.

Safety Equipment

It is recommended that all company owned and personal vehicles used in the transportation of consumers will contain:

1. Fire extinguishers.
2. Jumper cables.
3. First Aid kit.
4. Flashlight and extra batteries.
5. Seat belts for all passengers.
6. Cell phone.
7. Triangular emergency reflector
8. Disposable camera.

Equipment Failures, Flat Tires, etc

1. It is recommended that all vehicles transporting consumers will have a functioning spare tire and appropriate tools for changing tires.
2. In event of flat tire or engine failure:
 - a. Immediately pull to a safe location on the shoulder of the road, out of traffic.
 - b. Notify your supervisor.
 - c. Assist the consumers in moving to a safe location, if appropriate.
 - d. Make repairs as possible, or call for emergency roadside assistance.
 - e. Contact your supervisor, or consumer's emergency contact for additional transportation for consumer if repairs are not immediately achievable.
 - f. Complete a Critical Incident Report.

Limiting Distractions

Federal safety research indicates that visual and cognitive distractions contribute to the majority of auto accidents. To reduce distractions:

1. Do not use cell phones while driving. Pull to the side of the road to talk.
2. Resist the temptation to be distracted at the scene of accident sites.
3. Do not play radios or other audio equipment while driving.
4. Avoid staring at pedestrians or other drivers. This behavior is cited by the national transportation safety board as a significant cause of auto accidents.
5. Do not eat or drink while transporting consumers.
6. Do not read or attempt to write while driving.
7. Do not wear headphones while driving.

Disruptive / Combative Passengers

1. If a passenger becomes disruptive or combative, pull to the side of the road immediately.
2. Place the vehicle in Park, set the brake and turn off the ignition.
3. Use verbal de-escalation techniques appropriate to the consumer.
4. Do not proceed with travel until the situation is well under control and no longer poses a threat to the safe operation of the vehicle.
5. If the situation escalates, dial 911 and ask for immediate assistance.
6. Assist emergency personnel as appropriate.
7. Notify your immediate supervisor as soon as the situation allows.
8. Complete a Critical Incident Report

Accidents without Injuries

1. Immediately check with all passengers and the occupants of any other vehicles to determine if any one is injured. If there are none reported, proceed with the following steps.
2. Notify your supervisor immediately. Additional staff and transportation will be sent to aid in caring for consumers as appropriate.
3. Make no statements regarding fault for the accident.
4. Call the police and report the accident.
5. Exchange information with the driver of any other vehicle involved including name, address, phone #, driver's license #, and insurance information.
6. Collect the names and phone #'s of any witnesses available.

7. Notify your supervisor when ready to proceed with the day as planned.
8. Complete a Critical Incident Report

Accidents with Injuries

Follow the directions above with the following exceptions:

1. Call 911 immediately for assistance.
2. Do not attempt to move injured individuals.
3. When emergency personnel arrive, assist as requested.

Other Medical Emergencies

1. A medical emergency is defined as an incident that requires interventions beyond simple first aid available at the facility to stabilize a condition that may result in a serious medical outcome. Conditions include, but are not limited to, excessive bleeding which is unable to be controlled, accidents involving serious injury, failure or obstruction of the respiratory system, failure of the circulatory system, chest pain or severe abdominal pain, loss of consciousness unrelated to predictable seizure activity, or any type of distress that is determined to seriously limit an individual's normal level of daily functioning.
2. When an event occurs that is determined to be an emergency health care incident, 911 will be immediately called to access emergency personnel to assist and transport the individual to medical services.
3. Notify your supervisor as soon as possible. Additional staff will be sent to assist in the care of consumers and transportation as appropriate.
4. Staff members who are trained and hold current certification in CPR and First Aid will implement CPR and/or First Aid procedures, when appropriate, to stabilize a condition prior to the arrival of external emergency personnel.
5. Following containment of the emergency, a progress note will be completed in the record of the person served and a Critical Incident Report form will be completed.

Agency Phone #'s:

Local Emergency Phone #'s:
