



## **Transportation Policy**

### **Driving requirements are as follows:**

1. Current Arizona Driver's license.
2. Current Registration, plates and insurance for each vehicle.
3. Annual MVR report with **no incident**.
4. Annual Driver Safety Training and Certificate of completion.
5. Annual vehicle checklist of employee's vehicles. (maintain logs for two years)
6. Vehicle must contain a first aid kit, flashlight, list of emergency numbers and cell phone.

Area managers will track documentation in DDReports. Employees are responsible for keeping all documents current. Employees will not be permitted to transport members if any documents are expired. Employees may view all documents and expiration dates on their dashboard when logged into DDReports.

Area Managers will ensure that each transporting employee has attended our online Driver Safety Training Course which addresses these topics in greater detail:

### **Procedures for members to safely board and exit vehicles, including:**

- a. Designated drop off and pick up areas.
- b. Checklists to track who has entered and exited the vehicle.
- c. Safety protocols entering and exiting the vehicle.
- d. Ensuring that all members have entered their destination.

### **Procedures to be completed prior, during and after transport, including:**

- a. A 360-degree walk around the vehicle to ensure no obstacles are in the way; vehicle is fit to drive.
- b. Ensuring all passengers are using seatbelts.
- c. Never leaving anyone alone in a vehicle.
- d. Completing a thorough inspection of the vehicle, checking every seat to ensure all members have exited.
- e. Locking the vehicle after the vehicle inspection to prevent reentry without staff supervision.

### **Staff Training on Transportation Policy/Procedures, including:**

- a. Safety protocols when transporting members in wheelchairs, including: Transfers if not being transported in a wheelchair, how to use the lift/ramp, floor mounted seatbelts, tie downs, shoulder seatbelt and wheelchair brakes to secure the passenger.
- b. NEVER LEAVING ANYONE ALONE IN A VEHICLE!
- c. Knowing your passengers' special needs (i.e., behavioral issues, difficulty with change, motion sickness, anxiety while traveling, etc.).
- d. Knowing member specific transport protocols.
- e. Consideration of seating arrangements to ensure the driver and passengers are safe.
- f. Ensuring proper staffing levels for safe transport.
- g. Knowing heat-related effects and how to prevent them (i.e., working air conditioner, carry water bottles, know the signs of being over heated, dehydrated, etc.).