



SAFE TRANSPORTATION POLICY

I. Policy

It is the policy of Lakes Homes and Program Development, Inc. to promote safe transportation, with provisions for handling emergency situations, when this program is responsible for transporting persons receiving services.

II. Procedures

- A. This program will ensure the following regarding safe transportation:
 1. Equipment used for transportation, including vehicles, supplies, and materials owned or leased by Lakes Homes and Program Development, Inc., 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 immediately.
 4. Staff will report all potential equipment, supply and material problems immediately.
 5. Staff will report all accidents immediately.
 6. Staff will report all vehicle maintenance and concerns to the executive administrator.
- B. Lakes Homes and Program Development, Inc. will ensure the vehicle and drivers are properly insured when transporting persons served by Lakes Homes and Program Development, Inc..
- 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 program is providing the transportation. When Lakes Homes and Program Development, Inc. 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. Program vehicles are to be utilized exclusively to and for the purpose of transporting persons served by this program, and equipment and supplies related to Lakes Homes and Program Development, Inc.

- 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.
 - 2. Staff must be prepared to intervene in order to maintain safety if a person who is being transported engages in known behavior that puts the person, the driver, or other passengers at risk of immediate danger of physical harm.

- 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.
 - 4. Medical information and photo ID for regular passengers.

- 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 a Lakes Homes and Program Development, Inc. vehicle. This includes maintaining a valid driver's license, wearing seatbelts, and obeying traffic signs while operating program vehicle.

- I. All staff are prohibited from smoking, eating, drinking, or using cellular phones or other mobile devices while operating a Lakes Homes and Program Development, Inc. vehicle.

Policy reviewed and authorized by:

Print name & title

Signature

Date of last policy review: _____ Date of last policy revision: _____

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