

Safe Transportation Policy

I. Policy

It is the policy of Cherish to promote safe transportation, with provisions for handling emergency situations, when this program is responsible for transporting persons receiving services.

Staff may not transport program participants unless transportation is authorized. If you transport a program participant you **MUST** have a written authorization from Cherish, and provide annually a copy of your driver's license and proof of insurance.

At times, Cherish staff has a personal relationship with program participants and considers transportation of a program participant a personal choice. Should Cherish staff choose not to adhere to Cherish transportation policy, it is at their own personal risk, and in such a situation Cherish staff or participants will not hold Cherish or affiliates of Cherish liable. In such situations the arrangement is solely between the participant and staff, mileage will not be paid by Cherish, and the arrangement is between the participant and the driver.

II. Procedures

- A. The program will ensure the vehicle and drivers are properly insured when transporting persons served by the program.
- B. 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 the program 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 and 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.
- C. 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. Staff will know who to contact on behalf of the program participant in case of an emergency.
 - 4. Staff will know and understand all Cherish policy and procedure regarding emergencies, incidents, first aid, universal precautions, and all other applicable policy and procedure.
- D. 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.
- E. All staff are required to follow all traffic safety laws while operating the program vehicle. This includes maintaining a valid driver's license, wearing seatbelts, and obeying traffic signs while operating program vehicle.
- F. All staff are prohibited from smoking, eating, drinking, or using cellular phones or other mobile devices while operating the program vehicle.

Staff Eligibility to Drive

Any staff person who transports a program participant for Cherish must have authorization to do so in written form.

If a staff person drives a consumer the staff person must have a valid driver's license. A valid driver's license means that is legal for the staff person to drive;

The staff person must be at least 18 years of age and have a minimum of two years driving experience. The staff person is required to carry minimum liability coverage and provide Cherish documentation of insurance coverage. The staff person's auto insurance is primary and Cherish insurance secondary.

Staff Training

Staff may be required to attend a defensive driving or other vehicle operation and/or safety training.

If staff feel their car is unsafe to transport consumers, notify their supervisor so other arrangements can be made. **An unsafe vehicle should not be operated until repairs are made.**

Schedule your vehicle for preventive maintenance at the frequency indicated by your owner's manual.

Policy reviewed and authorized by the Cherish owners at a formal Board of Directors meeting

Last policy review: 5/30/2019