**Transportation Policy for ACCENT on Family Care Services**

Before hire every provider must submit current auto insurance, registration, and 36 month driving record. These must be kept up to date. DDreports informs both the provider and company if they are expired.

Providers must:

\*Verify that their car passes all state safety requirements which include working air and heating climate control systems. Driver/provider must keep maintenance records for two years. It is provider’s responsibility to keep records current with ACCENT.

\*ACCENT on Family Care Administrative staff checks driving records on a quarterly basis. Driving records are kept on a data base and informs both provider and ACCENT when items are about to expire. It is provider’s responsibility to keep records current with ACCENT.

\* Have a cellphone with them when driving and make sure it is properly charged, however they are never to use the cell phone while driving.

\* Supply emergency preparedness items in their vehicle which include first aid kit, flashlights and emergency numbers.

When transporting:

\*There must be a designated drop off and pick up area

\*Verify who has entered and exited the vehicle

\*Have a safety protocol when entering and exiting the vehicle that meets the client’s needs.

\*Ensure that all members have entered their destination.

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

1. A 360-degree walk around the vehicle to ensure no obstacles are in the way; vehicle is fit to drive.
2. Ensuring all passengers are using seatbelts.
3. Never leaving anyone alone in a vehicle.
4. Completing a thorough inspection of the vehicle, checking every seat to ensure all members have exited.
5. Locking the vehicle after the vehicle inspection to prevent reentry without staff supervision.
6. Inspect that car is in good operating condition: Air conditioning/heating works well, seat belts are functioning properly, brakes work well, break lights and head/tail lights work, doors and door locks work, tires good. Providers/drivers will submit completed checklist on a quarterly basis to ACCENT. Due Jan 30, April 30, July 30, October 30. These can be emailed or mailed or dropped off.

**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:**

Providers must:

Never leave anyone alone in a vehicle.

Know their passengers’ special needs (i.e. behavioral issues, difficulty with change, motion sickness, anxiety while traveling, etc.).

Know member specific transport protocols.

Consideration of seating arrangements to ensure the driver and passengers are safe.

Ensure proper staffing levels for safe transport.

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.).

Keep proper fuel levels in the car and have proper maintenance of air conditioner/heater, tires and oil/water for engine.

Schedule drink/food and bathroom breaks for long trips

Ensure enough seating and or space for adaptive equipment.

Assist individuals as they enter.

Check that seatbelts are used properly and are in good condition

Use car seats for infants and young children per manufacturer’s directions.

**Wheelchair lifts:**

Know how to safely operate the life for the vehicle

Avoid distractions; pay attention to safety

Perform visual check of the area before operating the lift

Inform individuals before each step to ensure they are prepared

Position the person and their wheelchair in the middle of the lift platform

Lock the wheelchair brakes while on the lift to prevent rolling and uncontrolled movement

Assure powered chairs are turned off while on the lift

Secure each wheelchair in the vehicle using appropriate locking devices; seat belts, tie downs, etc.

Do not allow any horseplay on the lift; use it only for the purpose for which it was designed.

Apply anti-tip bar (if available)

Ensure the chair, bed, or other location is secure and does not slide

Make sure the individual is not restrained by a belt and/or clothing

Use a gait belt, especially when performing a one-person transfer.

Move the individual from a high to low position whenever possible.

-If transferring from a bed to a wheelchair, bed should be positioned higher

-Use a Hoyer lift and/or two or more person lifts when needed

Whenever in doubt, seek assistance or two-person transfer.

Use good body posture when assisting with a transfer.

Ensure electric mobility devices are fully charged prior to use in the community.

Keep traffic areas and pathways clear of clutter and debris.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and will follow ACCENT’s policy and procedures regarding transportation protocol.

(Employee Signature)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Inspection List | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date |
| Brake lights and tail lights |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Seatbelts |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tires |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Doors & Locks |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Air & heating |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Maintenance record |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| First aid kit, flashlight,water |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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