

Safe Transportation Policy



Organization Name: Key 360 Support Services, LLC

I. Policy

It is the policy of this DHS licensed provider, Key 360 Support Services, 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 the program, as well as personal vehicles owned or leased by staff, 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 their direct supervisor.

- B. The program will ensure all program vehicles, personal staff vehicles and drivers are properly insured when transporting persons served by the program.
 - 1. Staff will provide the organization with a copy of their current vehicle insurance ID card and provide updated copies upon renewal.
 - 2. Staff will provide the organization with a copy of their vehicle insurance policy's liability limits and provide updated copies upon renewal.
 - 3. Staff will only transport service recipients in the insured vehicle on file with the organization.
 - 4. Staff will only be eligible to drive upon completion of a motor vehicle report check through the organization's insurance company.

- 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 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 seat belts, 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, 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.

- D. Program vehicles are to be utilized exclusively for the purpose of transporting persons served by this program (equipment and supplies related to the program) and for business-related errands and commutes as needed.

- 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, additional staff and all service recipients.
 - 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.

- F. Staff will be prepared for all outings and emergencies to ensure safety.
 - 1. Staff will ensure the vehicle has an adequate amount of gas for the trip and account for the possibility of additional travel required in the event of an emergency.
 - 2. Program vehicles will be equipped with the following in case of emergency:
 - a. Name and phone number of person(s) to call in case of emergency.
 - b. First aid kit and first aid handbook.
 - c. Fire extinguisher
 - d. Proof of insurance card and vehicle registration.

- G. In the event of an accident and in an attempt to minimize the results of an accident, the driver must:
 - 1. Call for medical aid if necessary.
 - 2. Call the police. All accidents, regardless of severity, must be reported to the police.
 - 3. Record names, phone numbers and addresses of driver, witnesses, and occupants of the other vehicles.
 - 4. Complete an Auto Accident Report form located in the vehicle binder.
 - 5. Do not discuss the accident with anyone at the scene except the police. Do not accept any responsibility for the accident. Don't argue with anyone.
 - 6. Provide the other party with your name, address, driver's license number, company name and insurance information.
 - 7. Immediately report the accident to your direct supervisor.
 - 8. Provide a copy of the Auto Accident Report Form and any additional information pertaining to the accident to your direct supervisor immediately following the accident.
 - 9. There will be a formal accident review conducted on each accident to determine cause and how the accident could have been prevented.

- H. In the event of a severe weather emergency, staff will take the following actions:
 - 1. Monitor weather conditions. Listen to local television, radio or 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 and remain calm.

- I. All staff are required to follow all traffic safety laws while operating a program or personal vehicle. This includes maintaining a valid driver's license, valid vehicle insurance (for personal vehicles), wearing seatbelts, and obeying traffic signs while operating a program vehicle.

- J. All staff are prohibited from smoking, eating, drinking, or using cellular phones or other mobile devices while operating any vehicle while transporting person(s) served.

- K. In the event of property damage incurred by a staff's personal vehicle due to an unavoidable incident involving a service recipient, the following steps must take place:
 - 1. Staff will report the incident to their supervisor via phone call, email or text message within 2 hours of the damage being incurred, if possible, while ensuring client safety.
 - 2. Staff will provide their direct supervisor with an Employee Incident Report (copies of this document are kept located on the Team Member Resources page on the organization's website), along with photos of the specific damage from all angles.
 - 3. The direct supervisor will meet with Cedric Key, Owner & CEO to discuss the incident and determine the organization's response.
 - 4. If the damage qualifies for repair, replacement or reimbursement of services at the expense of the organization:
 - a. The direct supervisor will communicate with the staff member and coordinate the process for repairing, replacing or reimbursing services for the damage incurred.
 - b. The organization will determine the location for obtaining a quote for any repair, replacement or reimbursable services required.
 - c. The organization will determine the location for any repair, replacement or reimbursable services completed.

- d. If the repair, replacement or reimbursement of services exceeds the cost of the staff's vehicle insurance deductible, the organization will cover the deductible amount and the staff member will go through their personal insurance for repair or replacement of the damage incurred.
- e. The staff member will provide the organization with all documentation obtained throughout the process.

Policy reviewed and authorized by:

Name: Cedric Key, Owner & CEO	Date of last policy review: 6/23/2023
Signature: <i>Cedric L. Key</i>	Date of last policy revision: 5/17/2019

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