Catholic Charities Disabilities Services	
Agency Standard and Procedure	
Standard Category	Quality Assurance
Standard Title	Transportation of Individuals
Regulations	OPWDD Memorandum, "Revised- Supporting Individuals to Safely Access Community Activities" issued 9/8/2015 OPWDD Health & Safety Alert issued February 2023
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Approved by: Paula Warika, Executive Director	Paula Warika

Standard:
The safety and well-being of individuals supported from Catholic Charities Disabilities Services (CCDS) is paramount. CCDS staff will ensure that while individuals supported are transported, all appropriate laws and regulations are followed, that vehicles are operated in a safe manner, and that the individuals supported are properly supervised.

Procedure:

1. CCDS staff will be required to provide a valid license upon hire, or a plan for obtaining a license within a timeframe agreed upon by the Human Resources Agency Partner or designee. Whether on duty or off, staff are required to inform Human Resources of any vehicle violations, tickets, or issues involving their license, etc. CCDS will take appropriate action according to any issues with staffs license status in line with the Employee Handbook. In some cases, staff may be hired without having a driver's license.

2. Prior to transporting any individual supported, CCDS staff will be trained in general vehicle maintenance checks, vehicle driving expectations, and safe driving practices as well as use of agency vehicles. For staff who will be utilizing larger vans with wheel chair tie downs, staff must complete the Vehicle Driving Training including wheelchair lifts and securement prior to transporting any individual supported who utilizes a wheelchair.

3. CCDS staff will comply with all New York State licensing and traffic laws while driving agency vehicles and/or on company time. The driver and all passengers must use seatbelts.

4. All staff accompanying individuals supported during transportation will be familiar with the individuals supported being transported and their protective oversight needs.

5. Before assisting individuals supported in a vehicle, the driver will check to make sure the vehicle is in good operating condition, they know or have ready directions to where they are traveling

to, and that there is sufficient fuel.

6. Special care will be taken to ensure that wheel chair securing straps, tie downs, and other safety features as indicated in an individual's Individual Plan of Protective Oversight (IPOP) or safeguards are appropriately applied.

7. Prior to moving the vehicle, staff will complete the initial entries for the required vehicle documentation (e.g. mileage log), verify directions are known and/or GPS is set and hands free, and confirm again that Individuals are secured according to their IPOP.

8. Individuals supported will not be left unattended in a vehicle unless their IPOP or safeguards specifically states that they may be left alone. However, even if an individual's IPOP or safeguards state an individual supported can be left unattended in a vehicle, staff need to be cognizant of the weather conditions. No individual supported should be left unattended in a vehicle in extreme temperatures.

9. At no time should staff ever give the individual supported the keys to the vehicle or leave them alone while the vehicle is running or the keys are in the ignition.

10. If conditions exist which for safety reasons require the driver to briefly exit the vehicle to perform such activities as cleaning snow off the vehicle, cleaning windshields, fueling the vehicle etc., individuals supported may be left alone in the vehicle. However, it remains the responsibility of the driver to ensure the safety of the individuals supported.

11. If any issues with the vehicle are identified or suspected, including any accidents or tickets, during the trip; staff will notify Program Administration immediately. If any possible issues with the function of the vehicle are identified or suspected during a trip, staff must immediately seek a safe place to stop the vehicle and wait for further instruction from Program Administration.

12. All drivers must inspect the vehicle to ensure that no individual supported remains on the vehicle at the end of the trip. For all vehicle drivers must perform an on-board, back to front visual inspection of the vehicle.

13. Any time individuals supported are transported, documentation must be maintained to confirm that the vehicle was checked to ensure that all individuals boarded and exited the vehicle as intended. Special forms will be kept for this purpose for use in agency vehicles, a drop down will be available on mileage sheets for staff using their own personal vehicles.