

**ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY**

**ADMINISTRATIVE PROCEDURE**

Date Issued **01/24**

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<b>WRITTEN BY</b> Transportation Committee	<b>REVISED BY</b> Latina K. Cates		<b>AUTHORIZED BY</b> Tracey Pingitore

I. APPLICATION:

- SCCCMHA Board
- SCCCMHA Providers & Subcontractors
- Direct-Operated Programs
- Community Agency Contractors
- Residential Programs
- Specialized Foster Care

II. PURPOSE STATEMENT:

St. Clair County Community Mental Health Authority (SCCCMHA) shall ensure that safety and security are provided when transporting individuals.

III. DEFINITIONS:

- A. Alternate Drop-Off Plan: A written plan of action is to be taken in situations where no staff or home providers are present at drop-off times. This is a shared responsibility across programs to ensure that before an individual is dropped off at their designated place, a staff person or significant other is on duty unless otherwise stated in letter form or on the Alternate Drop-off Plan (SCCCMHA Form #0066). The Alternate Drop-off Plan is negotiated by the home provider and Case Manager.

IV. STANDARDS:

- A. Authorized Transportation Staff (as deemed appropriate by each transporting agency) are required to have a driver's license which can be obtained through the Michigan Secretary of State's office.

V. PROCEDURES:

**Transporting Agency**

1. Provides the most effective and efficient transportation services within budgetary constraints.
2. Ensures internal transportation guidelines are in place.
3. Ensures annual vehicle inspection by a local licensed mechanic in compliance with the Michigan Transportation Code.

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4. Provides a preventive maintenance plan for all vehicles (see administrative procedures #09-002-0025, Vehicle Maintenance).
5. Maintains clean vehicles.
6. Ensures all staff classified as an Authorized Transportation Staff have the required driver's license prior to performing any transportation.

#### **SCCCMHA Supervisor**

7. Sends copy of license to Administration secretary for employee's Personnel File.

#### **Transporting Agency**

8. Ensures that all Authorized Transportation Staff:
  - a. Complete and pass Transportation Techniques – Module 10 of the Community Direct Care Staff Curriculum. (See Training Grid)
  - b. Are trained, initially upon hiring, in safe techniques of transporting individuals and in the proper use of fire extinguishers.
  - c. Are trained, as appropriate, in the necessary techniques needed to move, lift, and transfer a wheelchair dependent individual. This includes but is not limited to the use of a van lift, or other means used to transfer an individual into and/or out of a van.
  - d. Are trained within 60 days of hiring, or in accordance with licensing requirements, in emergency techniques such as, what to do in case of an accident, reporting accidents, adverse weather condition procedures, and medical emergencies (i.e., seizures, CPR, first aid, etc.).

NOTE: Drivers who have a chauffeur's license may independently transport individuals **prior to** completing Module 10 training, but training must still be completed within 90 days.

9. Instructs the Authorized Transportation Staff that they have the ultimate responsibility for ensuring passenger safety and that this responsibility cannot be deferred to another party.
10. Ensures driver knows who to contact if they have questions or an emergency.
11. Develops a policy/administrative procedures for inclement weather:
  - a. Using the closing of the Woodland Development Center or agency directive as criteria for not transporting individuals to program, or for closing a program early (see administrative procedures #01-002-0045, Agency Building Closure).

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- b. Taking into consideration that different programs may be under different criteria for closing per inclement weather administrative procedures. Also, weather conditions may differ from one area to another.
12. Provides route selection based upon the least amount of time on the vehicle for the individual and the minimum number of operational miles.
  13. Considers requests by home providers in seeking a more equitable and effective scheduling.

#### **Case Manager/SCCCMHA Supervisor**

14. Ensures Alternate Drop-off Plans are negotiated by the home provider and the Case Manager.
15. Maintains a copy of the Alternate Drop-off Plan (CMH Form #0066) at the transporting agency site.
16. Ensures the program/homes are contacted prior to unscheduled early arrival in emergency situations (i.e., adverse weather conditions, facility maintenance problems, etc.).

#### **Authorized Transportation Staff**

17. Ensures the safety and comfort of all individuals being transported:
  - a. Checks that all seat belts are securely fastened and tie-downs and/or kick-backs are secure for wheelchairs.
  - b. Plays the radio only at a low volume.
  - c. Ensures that the heat and/or air conditioning are at an appropriate level for all individuals being transported.
  - d. Follows all safety and traffic regulations including speed limits, etc.
  - e. Enforces **No Smoking** and **No Eating** rules in the van.
18. Sounds the horn upon arrival, when appropriate, and waits a minimum of five minutes to allow handicapped individuals time to be mobilized from home to van. Waits for a maximum of five minutes for ambulatory individuals. Should more time be needed, staff should notify Authorized Transportation Staff. Staff may escort individual.
19. Assists with loading individuals when appropriate or necessary. Authorized Transportation Staff has primary responsibility.
20. Ensures that a staff person is present, upon drop-off, by sounding the horn. Waits until staff person either comes out, or signals that they are there.

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21. Ensures that if no staff are present, the Alternate Drop-off Plan is followed.
22. Writes an Incident Report each time no staff are present at a home when a van drop off is at an appointed time.
23. Sends copy of report to Community Integration Services Supervisor, Recipient Rights Director, and Case Manager of the individual.

#### **Authorized Transportation Staff**

24. Maintains the necessary Route and Gasoline Log (CMH Form) and submits to Supervisor at the end of the month.

#### **Group Home Supervisor/Foster Parent**

25. Ensures adequate staff coverage is provided at designated drop-off times.
26. Ensures a staff member makes their presence known upon hearing the Authorized Transportation Staff sound his/her horn.
27. Understands van schedules require frequent changes and road detours; road conditions and individual problems may cause delays.
28. Notifies the transporting agency prior to the end of the program day when it is known there will be no one home at the drop-off time and leaves instructions where to transport individual.
29. Assures that alternate drop-off site is notified prior to an individual's arrival to ensure that supervision is available.
30. Becomes familiar with transporting agency's administrative procedures for inclement weather, and is aware that not all programs may be open or closed per inclement weather.

#### VI. REFERENCES:

None Available

#### VII. EXHIBITS:

None Available

#### VIII. REVISION HISTORY:

Dates issued 10/89, 08/90, 08/92, 10/92, 04/95, 03/98, 02/00, 02/02, 02/04, 02/06, 02/08, 02/10, 03/12, 07/13, 07/14, 07/15, 07/16, 07/17, 07/18, 07/19, 05/22.