

OPTIONS, INC.

TRANSPORTATION POLICY

I. GENERAL TRANSPORTATION POLICIES

A. Prior to the first trip of the day, the assigned driver shall conduct an inspection of all of the identified items in the "Driver's Daily Inspection Report". All Items, including the "weekly checks" items are to be inspected by the assigned driver responsible for the vehicle for that week. Daily Inspections are required on all Options' vehicles. The driver's daily check list is essential. It is a complete check list of items that must be checked before the driver starts driving the bus. All items must be properly inspected and "checked, or "OK,d" if satisfactory. If the driver notes something that needs attention or repair it must be noted on the form. If a noted item could endanger the driver or passengers or cause further damage to the bus, the Executive Director must be immediately notified before the bus is driven further. The daily check list should be completed by each driver and turned into the office weekly or upon request. Incomplete checklists are unacceptable and may be grounds for disciplinary action. Checklists are to be taken seriously by all employees.

B. Each driver shall be required to have in their possession any licenses and physical cards which may be required by law. It is the responsibility of the driver to keep these licenses current and any change in status of the license must be reported immediately to the Executive Director.

C. There will be NO SMOKING on Options' vans or buses at any time.

D. The drinking of intoxicants or the use of drugs while on duty is prohibited. The carrying of intoxicants or drugs other than those prescribed by a physician while on the bus is prohibited at all times. An employee found to be in possession of, or under the influence of intoxicants, or illegal and dangerous drugs while on duty will be subject to discipline in accordance with Options' Drug Policy. Refer to Options' Drug Policy

E. The following documents shall be maintained in each vehicle:

1. a card showing the name of the insurance company which insures the vehicle and the telephone number of the insurance agent;
2. emergency telephone numbers;
3. accident report forms; and
4. the driver's current "Vehicle Report" (on "MnDOT" buses only).

F. All drivers of agency vehicles must be familiar with, and will be held responsible for adherence to, the traffic laws and regulations of the state and municipalities served by the agency. Vehicles shall be operated in compliance with the provisions of the Minnesota Highway Traffic Regulation Act and all other applicable State and local laws, ordinances, rules and regulations. If you are ticketed for a moving violation, whether in an Options' vehicle or in you own personal vehicle, you are required to inform Options ASAP.

G. Except under emergency circumstances in which the driver cannot operate the vehicle, a driver assigned to a vehicle must not permit any unauthorized person to operate, or in any way touch the controls at any time.

H. When a driver feels the van or bus should be pulled off the road due to dangerous driving conditions, the Executive Director should be immediately notified. The driver and the Director will then discuss conditions and decide on the next course of action. Refer to Options' Blizzard Condition Emergency Procedures. Should a vehicle become stuck or

unable to be driven, the Executive Director should be immediately informed and arrangements made to assist the passengers and return the vehicle to Options.

I. The driver's Vehicle Report is essential for all MNDOT grant vehicles. Vehicle Reports are referred to frequently and must be neat, legible and accurate. The completed Vehicle Report must be brought to Options' Executive Director at the end of each month or upon the Executive Director's request.

J. Drivers and passengers will wear safety belts at all times while the vehicle is in motion. Make sure all passengers are seated before departing. A sudden departure could result in throwing a standing passenger and possibly cause an injury. Buses are not to be moved with the door open.

K. Follow the Options Inc. Maintenance policy and the vehicle manual for required preventative maintenance schedules. Preventative Maintenance checks will be conducted on all Options vehicles at the time of oil changes.

L. Accident/Incident reports must be made by the employee involved and filed with the office immediately. Reports must be in full and complete detail. Accidents/Incidents are to be reported for any disturbance in or outside the bus; fighting, auto accidents, damage to property, passenger or pedestrian falling, etc.

M. Any driver receiving an injury in the course of employment, no matter how slight the injury may be, must report the injury to the Executive Director. Drivers should give assistance to injured persons in accordance to their training. Devote full attention to the care of the passengers or injured non passengers until competent relief arrives. Injured persons should not be moved, unless their location could cause further injury.

N. In the event of any accident involving personal injury and/or property damage, take immediate action to insure the safety of passengers and the vehicle:

- 1) Contact Options' Office to inform them of the exact location and the extent of injury and property damage. Inform them if an ambulance is needed;

- 2) Do not move the vehicle unless instructed by a law enforcement officer. However, if the vehicle is interfering with traffic movement and is in a hazardous situation where further damage could result, move the vehicle to the side of the road out of the way of traffic;

- 3) Do not become involved in an argument; do not make statements to anyone except the investigating police officer(s), Options' Executive Director or the authorized representative of Options' insurance company;

- 4) Do not leave the scene of a traffic accident until properly relieved or until allowed to proceed by the police.

O. Please also refer to "Instructions for Vehicle Operator at Scene of Accident" Section II, Page 19 of this Administrative manual.

P. In the event a vehicle becomes involved with a hit and run driver, the Executive Director must be notified immediately. Under no circumstances should the bus be moved or the driver leave the scene until orders have been given by the Police or the Executive Director.

Q. In the event of a traffic accident, drivers will take all necessary precautions to ensure the safety of all occupants. If an accident occurs, the driver will call the program informing them of the accident and requesting assistance, if needed. All drivers are certified in CPR and First Aid. They will follow the program's medical emergency procedures when necessary. Call 911 if necessary. In the event of an accident, the driver will fill out all required accident reports. The police should be called if an accident involves another vehicle or significant damage to property.

R. Drivers are strictly prohibited from using a personal cell phone while driving any Options' vehicle.

S. Vehicles are to be locked when parked at community job sites or on community outings. Drivers must also lock a vehicle after its last route/trip of the day if the vehicle is left out in the parking lot.

T. According to Federal Motor Carrier Safety Regulations, Options' drivers are exempt from maintaining drivers' log books by virtue of the 100 air mile exemption in Part 395.1. There, however, would be a problem if an employee is working a second job and does not have "at least 8 consecutive hours off duty separating each 12 hours on duty". In this instance, the employee will be required to inform Options' Executive Director of this employment and to maintain a driver's log book. Options reserves the right to restrict the employee from driving when he/she has not had "at least 8 consecutive hours off duty".

U. Drivers of vehicles with a GVW over 10,000 lbs (Options' buses), will be required to carry a current copy of his/her "Medical Examination Report for Commercial Driver Fitness Determination" documenting that he/she is physically qualified to drive such vehicles. These drivers will also be required to complete a "Driver Application for Employment" and to complete a "Driver's Road Test".

II. Procedures

A. In all vehicles leased, owned or contracted for/by Options for regularly transporting clients, there shall be accessible to the driver information about each person transported in the vehicle. The information may be carried on or by the person being transported. Transportation vehicles used "regularly" means vehicles used to transport persons receiving services at least 30 days in a 12 month period. The information must include:

- a. the person's dietary restrictions;
- b. the person's seizure protocol, if applicable; and
- c. whether the person can be left unsupervised at their residence.

These vehicles used to transport the program participants will also contain the following information and items:

1. Cellular phone
2. First aid kit and first aid handbook
3. Proof of insurance card
4. Current route list
5. Current phone number list
6. Copy of Transportation Policy

B. When the individual program plan of a person being transported requires that person to have programming or supervision by Options' staff while being transported, a staff member or adult volunteer shall be present in addition to the driver. The interdisciplinary team shall also stipulate whether this additional supervision is required when the person is transported into the immediate community in small groups for integration into the community. Passengers may not be left alone in the bus or van. A driver or an attendant must be with them.

C. Except in unusual circumstances, one-way travel time to and from Day Training and Habilitation Programs will be kept to ninety minutes or less according to MS 245B.07, subd. 11 transportation requirements. Transportation routes shall be scheduled to assure that consumers receiving full day services arrive at Options by 9:00 AM and do not leave before 3:00 PM except under unusual circumstances approved for that day by Options' Executive Director or a Program Manager.

D. The program's drivers will provide appropriate level of supervision and guidance in preparing participants for departure from the program site, community job and inclusion site. Limited escort assistance will be provided, passengers will be assisted only to the door and drivers and attendants will not step beyond the door threshold.

E. Staff will utilize the following assistive techniques when transporting individuals with disabilities:

1. Physical support
2. Ramp and step stools to assure safe entry and exit from vehicles
3. Assistance with seatbelts
4. Verbal assistance with individual transportation schedules

F. All drivers will be familiar with individual vulnerabilities, medical issues, behaviors and any concerns regarding transportation via persons' Risk Management Plans and Participant Information Sheets.

III. Cellular Phone Procedure

Communication between Options' vehicles and Options' base station shall be by cell phones with a "walkie talkie" feature. Drivers are to make sure they are familiar with the use of the cell phones and that the cell phone is kept in good operating condition. Communication should be kept brief and courteous. Messages should be impersonal; conversational language, last names of clients or remarks of a personal nature or "chatter" on the radio must be avoided. Cell phones are to be mounted on the dash board of the vehicle while the vehicle is in operation. Drivers are not to initiate calls while the vehicle is in motion. Please wait until you reach your next stop or pull to the side of the road to initiate a call. Should you receive a call from the base station by "walkie talkie" while the vehicle is in motion, you may depress the "walkie talkie" function key on the side of the phone to respond to the call. Cellular phones are to be used exclusively for community transportation related issues.

IV. Responsibilities of Transportation Assistants

A. Record incidents

B. Assist participants with entry and exit on the bus

C. Keep Program Supervisors informed of important issues related to bus transportation

V. Responsibilities of Participants Using Program Transportation

- A. Seat belts must be worn at all times.
- B. Transport only items necessary for the work day (i.e. lunch).
- C. Maintain appropriate behavior while riding in the vehicle. Posing a threat of danger or harm to themselves, other passengers or the driver, may result in the revocation of their privilege to utilize program transportation.
- D. Participants are to be ready at their scheduled pick-up time. Drivers will wait only the standard “3 minute wait period” after the scheduled pick-up time. Prior to departure, the residence will be notified that the program vehicle is leaving.
- E. Eating and drinking in program vehicles is not permitted.

Authorized by: _____
Executive Director

Date