

Safe Transportation Policy

I. Policy

It is the policy of this FGMI to promote safe transportation, with provisions for handling emergency situations, when this program is responsible for transporting persons receiving services.

II. Procedures

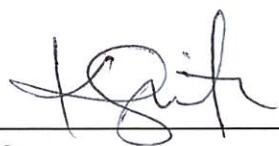
- A. The program will ensure the vehicle and drivers are properly insured when transporting persons served by the program.
- B. All staff will follow procedures to ensure safe transportation, handling, and transfers of the person and any equipment used by the person when assisting a person who is being 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 seatbelts, 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 and walkers or other mobility aids used by a person, 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.
- C. 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 and all passengers.
 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.
- D. Staff will be prepared for emergencies to ensure safety. Vehicles will be equipped with the following in case of emergency:
 1. Name and phone number of person(s) to call in case of emergency.
 2. Proof of insurance card and vehicle registration.
- E. In the event of a severe weather emergency, staff will take the following actions:
 1. Monitor weather conditions. Listen to local television or radio or a 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 remain calm.
- F. All staff are required to follow all traffic safety laws while transporting persons served by the program. This includes maintaining a valid driver's license, wearing seatbelts, and obeying traffic signs while transporting persons served by the program.
- G. All staff are prohibited from smoking, eating, drinking, or using cellular phones or other mobile devices while transporting persons served by the program.

FGMI Safe Transportation Policy

Policy reviewed and authorized by:

Kim Smith, Program Director

Print name & title



Signature

Date of last policy review: 1/4/20 Date of last policy revision: 1/1/14

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