

## Safe Transportation Policy

### I. Policy

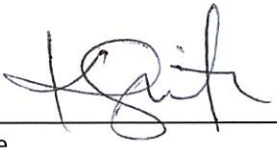
It is the policy of this FGMI to promote safe transportation, with provisions for handling emergency situations, when this program is responsible for transporting persons receiving services.

### 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)