



POLICY	VEHICLES: AGENCY OWNED/LEASED
SECTION	ORGANIZATIONAL STANDARDS
ESTABLISHED LAST REVISED	April 2008 April 2011

POLICY

Brain Injury Services is committed to the safety of clients and employees. All client transportation in agency owned or leased vehicles will be strictly monitored with safe operation being paramount. Agency vehicles are to be used for the exclusive use of agency business. Only staff and/or clients are allowed in agency vehicles.

PROCEDURE

1. Only qualified trained employees will be permitted to drive agency owned or leased vehicles.
2. Agency owned or leased vehicles must remain locked when not in use.
3. Each vehicle will have two key sets. One key set will be kept in the locked petty cash box and one key will be kept in the supervisors' locked office. Employees will return the key set to the designated location on return to the service. The key set located in the petty cash box will be verified at the end of each shift.
4. Employees will perform a circle check inspection of the vehicle and complete the required documentation before the first trip of the day.
5. Employees will load passenger in the vehicle ensuring use of proper transfer techniques and/or OT/PT written instruction for individuals. Employees will ensure that all passengers as well as the driver are securely belted into the vehicle. If the participant is unable to weight bare, an accessible vehicle must be used.
6. Employees will bring the cellular telephone on all outings.

7. In the event of an accident and/or breakdown, employees will treat the safety of the passengers as their highest priority. Employees will ensure the vehicle is in a safe location with the ignition off before exiting the vehicle to determine the cause of the problem. Employees will ensure that the vehicle keys are with them at all times. Clients will remain in the vehicle, if safe, and only exit the vehicle when alternate transportation arrives. If it is deemed unsafe for participants to remain in the vehicle employees will direct the clients to a safe area while waiting for alternate transportation.
8. Where emergency back-up transportation is required employees will use emergency back-up transportation such as local transit or taxi's to return to their residence.
9. In the event of a medical emergency that directly involves passengers in the van the driver will stop the vehicle as soon as it is safe to do so in a manner that does not obstruct traffic and call 911. Never transport client or staff in the van to the hospital where there is a serious injury or condition. If the injury is minor and the condition is not life threatening transport to the nearest medical facility or original destination whichever is the appropriate location.
10. Agency vehicles will not be used when inclement weather produces conditions that would render an outing impractical and/or causes road conditions to be potentially hazardous. If on an outing inclement weather arises, the driver must determine whether it is safe to return to the point of origin, continue to destination or pull over to a safe area and wait out the weather. Employees will keep in contact using the cellular telephone with the service and destination if appropriate.
11. Staff must immediately report all driving violations to their supervisor.
12. Vehicle gas cards are kept locked in the petty cash box located at each site that has a designated agency vehicle.
13. Copies of vehicle registration and insurance cards will be kept in the glove box of each vehicle.
14. Original vehicle registration and insurance cards will be kept by the manager, finance.