

ST. JOSEPH ORPHANAGE

Vehicle Safety Emergency Policy and Procedures



March 2015

Purpose of the Manual:

It is the goal of St. Joseph Orphanage to provide a safe working environment for all staff, clients and visitors.

This booklet is intended to communicate the agency policy and procedures regarding emergencies occurring during the use of agency owned/leased vehicles and the use of staff member's personal vehicles during the provision of services.

Please review this information carefully and direct any questions or need for clarification to your immediate supervisor.

**The safety of staff, clients and visitors
is a responsibility shared by all members of our agency's team.**

Table of Contents

Standards for Drivers.....	4
Documentation Required in the Vehicle.....	5
Safety Equipment.....	5
Loading and Unloading Passengers.....	6
Equipment Failures, Flat Tires, etc.....	7
Limiting Distractions.....	7
Disruptive Passengers.....	8
Accidents without Injuries.....	9
Accidents with Injuries.....	9
Other Medical Emergencies.....	9
Agency/Emergency Phone Numbers.....	11
Statement of Understanding.....	12

Standards for Drivers

All individuals transporting clients in vehicles owned by the organization, or in personal vehicles, must comply with SJO policy regarding the transportation of clients.

This includes:

1. Valid driver's license.
2. No operation of company vehicles or transporting of clients in personal vehicles while under the influence of alcohol or other drugs.
3. No smoking in company vehicles.
4. No smoking in personal vehicles when transporting clients.
5. All drivers will complete a basic safety orientation program prior to transporting clients.
6. Employees are prohibited from using the company owned large passenger vans, without first having successfully completed a driving/passenger van evaluation with a facility manager or designee. Results of the evaluation will be maintained in the staff personnel files.
7. Employees using company owned vehicles or their personal vehicle while performing work related duties must immediately report any loss or suspension of driver's license, cancellation or termination of personal vehicle insurance, and/or convictions for traffic violations which may affect eligibility for coverage under the employee's vehicle insurance policy.
8. Should an employee utilize a motor vehicle in the transportation of clients while carrying out agency business without proper license and insurance, the employee will be subject to dismissal and will assume full legal and financial responsibility for any adverse events that may have occurred.
9. Proof of current auto insurance is required for all staff. Driving records will be reviewed at a minimum of annually by the Human Resource department.

Documentation Required in the Vehicle

1. Valid driver's license.
2. Vehicle Registration.
3. If transporting clients in a company owned vehicle, the agency's insurance verification information.
4. If transporting clients in a personal vehicle, the staff will have proof of insurance in the vehicle.
5. A copy of the agency Vehicle Safety Emergency Procedures booklet.
6. All staff in the vehicle will have an identification badge.
7. A phone directory containing numbers for the agency and emergency services in the area.

Safety Equipment

All company owned and personal vehicles used in the transportation of clients will contain:

1. Fire extinguishers (agency vehicles only)
2. First Aid kit
3. Cell phone
4. Emergency road flares
5. Seat belts
6. Child safety seats

Whenever possible, all children ages 12 and under are to ride in the back seat of all vehicles.

All young children are to be properly secured in age and size appropriate restraints:

- Children ages birth to at least 1 year and less than 20 pounds are to be properly secured in an Infant-Only car seat and used rear facing.
- Children less than 1 year/20-35 pounds are to be properly secured in a Car Seat used rear facing.
- Children over 1 up to age 4 years and over 20 pounds to approximately 40 pounds are to be properly secured in a forward facing Car Seat.

- Children 4 to 8 years/unless they are 4'9" (57") tall, are to be properly secured in a Belt-Positioning Booster (no back, base only) or High Back Belt-Positioning Booster.

All staff will be provided with a list of car seat installation resources during orientation. If staff does not feel comfortable installing agency owned car seats in their own cars, they should contact one of the identified resources and arrange to get additional assistance.

Additional information and the complete list of car seat installation resources can also be found at:

<http://www.cincinnatichildrens.org/health/info/safety/vehicle/>

All passengers riding in the front seat of all vehicles are to be properly buckled up and seated as far back from the air bags as reasonably possible.

All agency owned vehicles will be maintained by St. Joseph Orphanage. Safety inspections will occur at a minimum of annually. Employee owned vehicles will be maintained by the employee. Auto safety reviews will be completed and submitted to program management for review at a minimum of annually. Each employee is responsible for reporting the need for any replacements to the safety equipment in his/her vehicle. Safety equipment for all employee owned vehicles will be inventoried by program management at a minimum of annually.

Loading and Unloading Passengers

1. Clients are not to be left unattended in company vehicles.
2. Please be aware of passenger dynamics when seating clients in vehicles. Appropriate seating for clients with significantly different needs can reduce stress and the chance of disruptive behaviors.

Equipment Failures, Flat Tires, etc

1. All vehicles transporting clients will have a functioning spare tire, jack and appropriate tools for changing tires.
2. In the event of a flat tire or engine failure:
 - a. Immediately pull to a safe location on the shoulder of the road, out of traffic. Contact 911 for assistance if unable to access a safe location.
 - b. Assist the clients in moving to a safe location, if appropriate
 - c. Place the road flares behind the vehicle to warn oncoming traffic.
 - d. Notify your supervisor by cell phone.
 - e. Make repairs as possible, or call for emergency roadside assistance.
 - f. Contact your supervisor for additional transportation for clients if repairs are not immediately achievable.
 - g. Complete a Critical Incident Report.

Limiting Distractions

Federal safety research indicates that visual and cognitive distractions contribute to the majority of auto accidents. To reduce distractions:

1. Do not talk on cell phones while driving. Pull to the side of the road to talk or have a co-worker in the vehicle handle the call.
2. Resist the temptation to be distracted at the scene of accident sites.
3. Do not play radios or other audio equipment while driving.
4. Avoid staring at pedestrians or other drivers. This behavior is cited by the national transportation safety board as a significant cause of auto accidents.
5. Do not eat or drink while transporting clients.
6. Do not read or attempt to write while driving.
7. Do not wear headphones while driving.

Disruptive / Combative Passengers

1. If a passenger becomes disruptive or combative, pull to the side of the road immediately.
2. Place the vehicle in park, set the brake and turn off the ignition.
3. Use verbal de-escalation techniques appropriate to the client.
4. It is often helpful to remove other passengers from the vehicle to limit peer support for inappropriate behavior, reduce escalation of peers by the passenger acting out, and reduce the number of targets available in the case of violence.
5. Do not proceed with travel until the situation is well under control and no longer poses a threat to the safe operation of the vehicle.
6. If the situation escalates, dial 911 and ask for immediate assistance.
7. Assist emergency personnel as appropriate.
8. Notify your immediate supervisor as soon as the situation allows.
9. Complete a Critical Incident Report

Accidents without Injuries

1. Immediately check with all passengers and the occupants of any other vehicles to determine if any one is injured. If there is none reported, proceed with the following steps.
2. Notify your supervisor immediately. Additional staff and transportation will be sent to aid in caring for clients as appropriate.
3. Make no statements regarding fault for the accident.
4. Call the police and report the accident.
5. Exchange information with the driver of any other vehicle involved including name, address, phone #, driver's license #, and insurance information.
6. Collect the names and phone #'s of any witnesses available.

7. Notify your supervisor when ready to proceed with the day as planned.
8. Complete a Critical Incident Report and submit a copy to the Director of Finance.

Accidents with Injuries

Follow the directions above with the following exceptions:

1. Call 911 immediately for assistance.
2. Do not attempt to move injured individuals.
3. When emergency personnel arrive, assist as requested.

Other Medical Emergencies

1. A medical emergency is defined as an incident that requires interventions beyond simple first aid available at the facility to stabilize a condition that may result in a serious medical outcome. Conditions include, but are not limited to, excessive bleeding which is unable to be controlled, accidents involving serious injury, failure or obstruction of the respiratory system, failure of the circulatory system, chest pain or severe abdominal pain, loss of consciousness unrelated to predictable seizure activity, or any type of distress that is determined to seriously limit an individual's normal level of daily functioning.
2. When an event occurs that is determined to be an emergency health care incident, 911 will be immediately called to access emergency personnel to assist and transport the individual to medical services.
3. Notify your supervisor as soon as possible. Additional staff will be sent to assist in the care of clients and transportation as appropriate.
4. Staff members who are trained and hold current certification in CPR and First Aid will implement CPR and/or First Aid procedures, when appropriate, to stabilize a condition prior to the arrival of external emergency personnel.

Emergency Phone #'s:

911

ACT I and Therapy II.....513-519-7966

ACT II and Therapy II..... 513-519-1813

CARE..... 513-519-7975

CSU..... 513-231-5010 ext. 1634

Family Ties Dayton.....937-269-1073

Family Ties Ohio.....513-403-3977

Altercrest Campus.....513-231-5010

Villa Campus.....513-741-3100

For agency vehicles only:

Tony Allen (cell).....513-265-4818

Statement of Understanding

I have read and understand the St. Joseph Orphanage Vehicle Safety Emergency Policy and Procedures. My questions have been answered to my satisfaction by an orientation facilitator. I understand that I am responsible for any charges incurred as a result of my loss or misuse of the safety equipment provided to me and I authorize St. Joseph Orphanage to deduct replacement costs and fees directly from my paycheck in accordance with applicable law. By signing, I am agreeing to follow the policy and procedures as outlined throughout this manual.

Employee Signature

Date

Orientation Facilitator

Date