

ARIZONA DEPARTMENT OF ECONOMIC SECURITY
 Division of Developmental Disabilities
 Program Monitoring

**POLICY AND PROCEDURE FOCUSED REVIEW:
 RESPONSIBLE DRIVING TOOL/TRANSPORTING MEMBERS**

QUALIFIED VENDOR NAME	POLICY REVIEW DATE	SERVICE(S)

Policy and Procedures Include the Following Components:	Yes	No
1. Process to ensure current registration, plates, and insurance for each vehicle.		
2. Process for ongoing vehicle maintenance that includes the vehicle climate control systems (air conditioner/ heater) and maintaining logs for two years.		
3. Process to periodically review driving records of employees that drive vehicles to transport members.		
4. Process to ensure emergency communication (2-way radio or cell phone) is available for transport.		
5. Procedures to be prepared for emergencies: first aid kit, flashlights, emergency numbers.		
6. Procedures for members to safely board and exit vehicles, including:		
a. Designated drop off and pick up areas.		
b. Checklists to track who has entered and exited the vehicle.		
c. Safety protocols entering and exiting the vehicle.		
d. Ensuring that all members have entered their destination.		
7. Procedures to be completed prior, during and after transport, including:		
a. A 360-degree walk around the vehicle to ensure no obstacles are in the way; vehicle is fit to drive.		
b. Ensuring all passengers are using seatbelts.		
c. Never leaving anyone alone in a vehicle.		
d. Completing a thorough inspection of the vehicle, checking every seat to ensure all members have exited.		
e. Locking the vehicle after the vehicle inspection to prevent reentry without staff supervision.		
8. Staff Training on Transportation Policy/Procedures, including:		
a. Safety protocols when transporting members in wheelchairs, including: transfers if not being transported in a wheelchair, how to use the lift/ramp, floor mounted seatbelts, tie downs, shoulder seatbelt and wheelchair brakes to secure the passenger.		
b. Never leaving anyone alone in a vehicle.		
c. Knowing your passengers' special needs (i.e., behavioral issues, difficulty with change, motion sickness, anxiety while traveling, etc.).		
d. Knowing member specific transport protocols.		
e. Consideration of seating arrangements to ensure the driver and passengers are safe.		
f. Ensuring proper staffing levels for safe transport.		
g. Knowing heat-related effects and how to prevent them (i.e., working air conditioner, carry water bottles, know the signs of being over heated, dehydrated, etc.).		

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Policy Review Disposition:

Policy is accepted by the Division.

Policy is not accepted by the Division. Please review the areas marked “No” on page 1 of this document. Revise your agency’s Policy to include the missing components.

The revised policy will need to be submitted to _____ by _____

No Policy was submitted. Please develop a policy including the components from page 1.

The policy will need to be submitted to _____ by _____

Comments:

Contract Monitoring Follow-Up Review Results:

Date of Review:

Revised Policy is accepted by the Division.

Revised Policy is not accepted by the Division. If not accepted, elevate to Unit Supervisor/Manager for further follow-up.

Vendor does not have a Policy in place. If no Policy was developed, elevate to Unit Supervisor/Manager for further follow-up.

Comments: