



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/Business Operations

Please do not reply to this message

TRANSMITTAL DATE: July 24, 2015

TOPIC: DDD's Campaign For Responsible Driving

This notification is a follow-up to the Campaign for Responsible Driving Blast sent June 30, 2015.

https://www.azdes.gov/uploadedFiles/Developmental_Disabilities/campaign_for_responsible_driving_june2015.pdf

Please distribute this information to all staff with responsibility to transport members.

In an effort to increase awareness about responsible driving and member safety, the Division launched a new campaign called: **Responsible Driving...it's more than what's outside the vehicle** in June 2015. The campaign's focus is on understanding heat-related effects, ensuring safe seating in vans and other vehicles, knowing your passenger's needs, and the importance of completing regular safety checks both inside and outside the vehicle.

Did you know...?

- A vehicle's windows act like a greenhouse, trapping sunlight and heat.
- Temperatures as low as 60° F can cause the heat in a vehicle to rise well above 110° F.
- High body temperatures damage the brain and other vital organs.
- In warm weather, a vehicle can heat up to dangerous, life-threatening temperatures in only 10 minutes.
- Leaving the windows slightly open in a vehicle does not significantly decrease the heating rate inside the vehicle.

What can you do with this information?

- Do not leave people or pets in vehicles. Talk with planning teams about strategies to ensure members are never left in vehicles.
- Put a procedure in place to ensure the safety of all passengers in each vehicle.
- Remind members to drink plenty of water especially during the hotter months.

As part of this endeavor, the Division's Contract Monitoring Unit will be evaluating vendors' policy and procedures around responsible driving/transporting members. [Attached is the monitoring tool that will be used.](#) Please use this tool to self-assess your policy/procedures to ensure all components are covered. At your next monitoring review, you will be requested to submit your policy and procedures around responsible driving/transporting members to the

Division's Contract Monitoring Unit. Feedback will be provided and any missing components will be requested to be added to your policy and procedures.

Also [attached is a Responsible Driving Fact Sheet](#) that can be shared with your staff.

For questions related to this communication, please call the Contract Monitoring Unit at 602-542-2550 or email DDDMonitoring@azdes.gov



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Contract Monitoring

Policy and Procedure Focused Review: Responsible Driving/Transporting Members

Qualified Vendor Name	Review Date	Services
		<input type="checkbox"/> Group Home <input type="checkbox"/> Day/Employment

Policy and Procedures Include the Follow Components:	Yes	No
1. Process to ensure current registration, plates, and insurance for each vehicle.	<input type="checkbox"/>	<input type="checkbox"/>
2. Process for ongoing vehicle maintenance that includes the vehicle climate control systems (air conditioner/heater) and maintaining logs for two years.	<input type="checkbox"/>	<input type="checkbox"/>
3. Process to periodically review driving records of employees that drive vehicles to transport members.	<input type="checkbox"/>	<input type="checkbox"/>
4. Process to ensure emergency communication (2-way radio or cellphone) is available for transport.	<input type="checkbox"/>	<input type="checkbox"/>
5. Procedures to be prepared for emergencies: first aid kit, flashlights, emergency numbers.	<input type="checkbox"/>	<input type="checkbox"/>
6. Procedures for members to safely board and exit vehicles, including:	<input type="checkbox"/>	<input type="checkbox"/>
a. Designated drop off and pick up areas.	<input type="checkbox"/>	<input type="checkbox"/>
b. Checklists to track who has entered and exited the vehicle.	<input type="checkbox"/>	<input type="checkbox"/>
c. Safety protocols entering and exiting the vehicle.	<input type="checkbox"/>	<input type="checkbox"/>
d. Ensuring that all members have entered their destination.	<input type="checkbox"/>	<input type="checkbox"/>
7. Procedures to be completed prior, during and after transport, including:	<input type="checkbox"/>	<input type="checkbox"/>
a. A 360-degree walk around the vehicle to ensure no obstacles are in the way; vehicle is fit to drive.	<input type="checkbox"/>	<input type="checkbox"/>
b. Ensuring all passengers are using seatbelts.	<input type="checkbox"/>	<input type="checkbox"/>
c. NEVER LEAVING ANYONE ALONE IN A VEHICLE!	<input type="checkbox"/>	<input type="checkbox"/>
d. Completing a thorough inspection of the vehicle, checking every seat to ensure all members have exited.	<input type="checkbox"/>	<input type="checkbox"/>
e. Locking the vehicle after the vehicle inspection to prevent reentry without staff supervision.	<input type="checkbox"/>	<input type="checkbox"/>
8. Staff Training on Transportation Policy/Procedures, including:	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
b. NEVER LEAVING ANYONE ALONE IN A VEHICLE!	<input type="checkbox"/>	<input type="checkbox"/>
c. Knowing your passengers' special needs (i.e., behavioral issues, difficulty with change, motion sickness, anxiety while traveling, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
d. Knowing member specific transport protocols.	<input type="checkbox"/>	<input type="checkbox"/>
e. Consideration of seating arrangements to ensure the driver and passengers are safe.	<input type="checkbox"/>	<input type="checkbox"/>
f. Ensuring proper staffing levels for safe transport.	<input type="checkbox"/>	<input type="checkbox"/>
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.).	<input type="checkbox"/>	<input type="checkbox"/>



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Contract Monitoring

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Comments: