

CHAPTER 49 - RESPONSIBLE DRIVING

EFFECTIVE DATE: May 26, 2017

The Division of Developmental Disabilities (Division) takes member health and safety very seriously and has an initiative called *Responsible Driving...it's more than what's outside the vehicle* to increase awareness about responsible driving and member safety. The initiative focuses on:

- A. Understanding heat-related effects
- B. Ensuring safe seating in vans and other vehicles
- C. Knowing passengers' needs
- D. Completing regular safety checks, both inside and outside the vehicle.

Vendor Requirements

The Division requires vendors to develop and implement policies and procedures, regarding responsible driving and transporting members, that ensure:

- A. Current registration, plates, and insurance for each vehicle
- B. Ongoing vehicle maintenance that includes the vehicle climate control systems (air conditioner/heater), and log maintenance for two years
- C. Periodic reviews of driving records of employees that drive vehicles to transport members
- D. Emergency communication (two-way radio or cell phone) is available for transport
- E. Preparedness for emergencies (availability of first aid kit, flashlights, emergency numbers)
- F. Safe vehicle boarding and exiting of members
- G. Vehicle inspection to ensure passenger safety inside and outside the vehicle prior to, during, and after transport
- H. Training of staff on transportation policies/procedures.

The Division encourages providers to use *Policy and Procedure Focused Review: Responsible Driving Tool/Transporting Members (DDD-1753A FORPDF)* to self-assess policies and procedures in advance of the Division's review.

Qualified Vendors should share *Responsible Driving Safety Information Fact Sheet #6 (DDD- 1751AFLYPD)* with providers.

Division Review of Compliance

The Division's Quality Management Unit periodically reviews vendors' policies and procedures to ensure inclusion of all components.