

# RESPONSIBLE DRIVING

 DIVISION OF DEVELOPMENTAL DISABILITIES  
 Quality Assurance Unit • 602-771-8122

**“Responsible Driving... it’s more than what’s outside the vehicle.”**

This Safety Information Fact Sheet is designed to provide general information to providers, parents, and other caregivers who provide transportation support to individuals having developmental disabilities.

## BEFORE YOU TURN THE KEY

- Know your route; plan it out
- Ensure vehicle maintenance
  - air conditioner/heater
  - condition of tires
  - oil/water
- Locate current registration and insurance documents
- Check fuel level
- Walk around the entire vehicle to identify obstacles/hazards
- Check cell phone and/or radio charge
- Keep first aid kit and extra water handy
- Schedule drink/food and bathroom breaks for long trips
- Allow enough time to cover the route
- Have attendance sheets ready for pick-up and drop-off



## LOADING PEOPLE

- Designate a pick-up area
- Know your passengers  
**PLAN ACCORDINGLY:**
  - behavioral issues
  - difficulty with change
  - car sickness
  - anxiety while traveling, etc.
- Ensure adequate staffing to provide oversight during transport
- Ensure enough seating and/or space for adaptive equipment
- Plan the seating arrangement to ensure a safe/pleasant trip
- Assist individuals as they enter
- Check seatbelts – **IT’S THE LAW!**
  - Everyone should have their own seatbelt; properly buckled and in good condition
- Use Car seats – for infants and young children per manufacturers’ directions
- Document each person on the attendance sheet as they enter the vehicle; do a head count before leaving



## UNLOADING PEOPLE

- Designate a drop off area
- Check-off each person as they exit
- Assure safety and assist as needed
- Perform visual check of each seat (front, back & under) confirming everyone has exited
- **NEVER** leave a person in a vehicle unattended! Lock the vehicle to prevent entry while unattended (after the visual seat check)

## WHEELCHAIR LIFTS

- Know how to safely operate the lift for the vehicle
- Avoid distractions; pay attention to **SAFETY!**
- Perform a visual check of the area before operating the lift
- Inform individuals before each step to ensure they are prepared
- Position the person and their wheelchair in the middle of the lift platform
- Lock the wheelchair brakes while on the lift to prevent rolling and uncontrolled movement
- Assure powered chairs are turned off while on the lift
- Secure each wheelchair in the vehicle using appropriate locking devices: seatbelts, tie downs, etc.
- Do not allow any horseplay on the lift; use it only for the purpose for which it was designed



**REVIEW TRANSFER SAFETY TIPS ON REVERSE SIDE OF THIS FACT SHEET**

## TRANSFER SAFETY TIPS



**• WHEELCHAIR TRANSFERS:**

- ✓ **Always apply ALL brakes and test them.**
- ✓ **Apply anti-tip bar (if available).**
- ✓ **Ensure that the chair, bed, or other location is secure and does not slide.**
- ✓ **Make sure the individual is not restrained by a belt and/or clothing.**
- ✓ **Use a gait belt, especially when performing a one-person transfer.**
- ✓ **Move the individual from a high to low position whenever possible.**
  - ✓ **If transferring from a bed to a wheelchair, bed should be positioned higher**
  - ✓ **Use a Hoyer lift and/or two or more person lifts when needed**
- ✓ **Whenever in doubt, seek assistance or two-person transfer.**
- ✓ **Use good body posture when assisting with a transfer.**

**• ADDITIONAL MOBILITY TIPS:**

- ✓ **Ensure electric mobility devices are fully charged prior to use in the community.**
- ✓ **Keep traffic areas and pathways clear of clutter and debris.**
- ✓ **Be Respectful: A mobility device is an extension of the individual.**
  - ✓ **Maintain appropriate distance and respect as you would for the actual person: do not push on their mobility device, lean on it, or tap on it.**
  - ✓ **Always transport the person with care, facing forward, and speak directly to the person.**
  - ✓ **Do not ride on the device or allow children to ride on the device with the individual.**
  - ✓ **Do not inappropriately utilize the device as a door stop, foot stool, cart, “joy-riding”, etc.**
  - ✓ **Do not hang items such as backpacks and/or purses on the back of the device or place them on the individual’s lap during transport.**
  - ✓ **Handle and maintain the mobility device with care, respecting the individual’s dependence upon the device for their personal livelihood and independence.**
  - ✓ **Make certain the individual has a basic understanding of the safety and maintenance requirements for their mobility device.**

## EMERGENCY

**Immediately call 9-1-1 when any of the following conditions occur:**

- **DIFFICULTY BREATHING**
- **BLEEDING**
- **LOSS OF CONSCIOUSNESS**
- **EXCESSIVE PAIN**
- **CHANGE IN ALERTNESS OR ABILITY TO PAY ATTENTION**



RESPONSIBLE DRIVING SAFETY INFORMATION FACT SHEET is #6 in a series of SAFETY INFORMATION FACT SHEETS compiled by the DDD Quality Assurance Unit. Fact Sheets are available upon request and posted on the Division’s Website: [https://www.azdes.gov/developmental\\_disabilities/](https://www.azdes.gov/developmental_disabilities/)(Click on “News & Events”). July 2015

**State of Arizona • Equal Opportunity Employer/Program**

Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact the Division of Developmental Disabilities ADA Coordinator at 602-542-0419; TTY/TDD Services: 7-1-1. Free language assistance for DES services is available upon request. • Ayuda gratuita con traducciones relacionadas con los servicios del DES está disponible a solicitud del cliente.