



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

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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Comments: