



# Safe Transportation Policy- Personal Support Services

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## 1. Scope

This policy is for CANA employees/Clients.

## 2. Terms and Definitions

Terms	Definitions

## 3. Policy Details

It is the policy of Center for Africans Now in America (CANA) to promote safe transportation, with provisions for handling emergency situations, when this program is responsible for transporting persons receiving services.

## 4. Procedures

**A. CANA will ensure the following regarding safe transportation:**

1. Staff will report all accidents immediately.

**B. When transporting clients served by the program, the driver must have a valid driver's license and the minimum insurance required by the State of Minnesota.**

**C. All staff will follow procedures to ensure safe transportation, handling, and transfers of the person and any equipment used by the person when assisting a person who is being transported, whether or not this program is providing the transportation. When the program is responsible for transportation of a client or a client's equipment, staff will utilize the following assistive techniques:**

1. Staff will provide assistance with seatbelts, as needed to ensure they are correctly fastened.
2. Staff will assist with the use of any ramp or step stools to ensure safe entry and exit from the vehicle.
3. Staff will ensure all supplies or equipment, including wheelchairs and walkers or other mobility aids used by a client, specialized equipment using proper vehicle restraints are properly secured before the vehicle is in motion.
4. Staff will comply with all seat belt and child passenger restraint system requirements under Minnesota Statutes, sections 169.685 and 169.686 when transporting a child.

**D. Staff will be responsible for the supervision and safety of persons while being transported.**

1. When the vehicle is in motion, seatbelts are to be worn at all times by all passengers, including the driver and all passengers.
2. Staff must be prepared to intervene in order to maintain safety if a person being transported engages in known behavior that puts the person, the driver, or other passengers at risk of immediate danger of physical harm.

**E. Staff will be prepared for emergencies to ensure safety. Vehicles will be equipped with the following in case of emergency:**

1. Name and phone number of person(s) to call in case of emergency.
2. Proof of insurance card and vehicle registration.
3. First aid kit and first aid handbook are optional, but strongly encouraged.

**F. In the event of a severe weather emergency, staff will take the following actions:**

1. Monitor weather conditions. Listen to local television or radio or a weather-radio for weather warnings and watches.
2. Follow directions for the need to change plans and activities, or seek emergency shelter.
3. Inform passengers why plans and activities have changed. Assist passengers remain calm.

**G. All staff is required to follow all traffic safety laws while transporting the participant. This includes maintaining a valid driver's license, wearing seatbelts, and obeying traffic signs while transporting the participant.**

**H. All staff is prohibited from smoking, using cellular phones or other mobile devices while operating the vehicle while transporting the program participant.**

Legal Authority: MS §§ 245D.11, subd. 2. (4); 245D.06, subd. 2, paragraphs (2) to (4)