

Transportation Policy and Procedure for Basic Support Services

Policy

Lifeworks Services, Inc. is required by MN Statute 245D.06 to promote safe transportation and provisions for handling emergency situation when Lifeworks staff are responsible for transporting individuals receiving services in basic support services.

Procedure:

Transporting people in your personal vehicle or any other vehicle

- Check with your insurance company to see if your policy covers this type of use.
- You are responsible for the supervision and safety of your passengers.
- Be sure you are familiar with the people you are transporting. Read over their Coordinated Support Services Plan (CSSP) and CSSP Addendum and become familiar with the best approach to use to meet their needs.
- Both you and your passengers must wear a seatbelt as required by Minnesota law. You will need to provide assistants if the individual is unable to correctly fasten.
- Carry a first-aid kit with a first aid handbook in your car; available from Lifeworks Human Resources (HR) Department.
- Staff will need to be prepared for emergencies to ensure safety. In case of an emergency have the following with you:
 - Name and phone number of person(s) to call in case of emergency.
 - First aid kit and first aid handbook.
 - Proof of insurance card and vehicle registration.
- In the event of a severe weather emergency, staff will take the following actions:
 - Monitor weather conditions, listen to local television or radio or a weather radio for weather warnings and watches.
 - Follow directions for the need to change plans and activities, or seek emergency shelter.
 - Inform passengers why plans and activities have changed. Assist passengers remain calm.
 - Contact 911 or emergency services in the even of an injury needing assistance or in a life threatening situation.
- All staff are required to follow all traffic safety laws while operating the vehicle. This includes maintaining a valid driver's license, wearing seatbelts, and obeying traffic signs.
- Document each date you provide transportation and the total mileage on your Expense Reimbursement form. You will be reimbursed at a pre-determined rate for mileage incurred providing transportation. Indicate if it was a community trip or a route.
- In the event of an accident or emergency:
 - Call 911 or emergency services in the event of an injury needing assistance or in a life threatening situation.
 - Contact the family of the individual involved.
 - Lifeworks Human Resources Department (HR) at 651-454-2732 or toll free at 1-866-454-2732.
 - Complete an Incident Report and/or a First Report of Injury Report and submit it to Lifework Services by mail, fax, or call it in at the number above.
 - Your insurance company.