

# POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



**Policy Title:**

**Transportation**

**Chapter:**

**Safe transportation**

**Effective Date:**

10/25/1999

**Revision Date:**

**Policy Number:**

0-1-4

**Robert Fleese, President - CEO**

## SCOPE:

- Chapter 3800 – Child Residential and Day Treatment Facilities

## INTRODUCTION:

1. The following requirements apply whenever Keystone, Keystone staff persons or Keystone volunteers provide transportation for the children. These requirements do not apply if transportation is provided by a source other than Keystone.
2. The child care worker to child ratios specified in 3800.55 (relating to child care worker) applies.
3. Each child shall be in an individual, age and size appropriate, safety restraint at all times the vehicle is in motion.
4. The restrictive procedures specified in 3800.201 – 3800.213 (relating to restrictive procedures) applies.
5. The driver of a vehicle shall be 21 years of age or older.

## DISCUSSION: