

# POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



**Policy Title:**  
**Vehicle Safety**

**Chapter:**

**Effective Date:**  
7/1/1992

**Revision Date:**  
11/25/2008

**Policy Number:**

**Executive Director**

## SCOPE:

- Chapter 6400 – Community Homes For Individuals With Mental Retardation

## INTRODUCTION:

1. Our agency provides facility vehicles for qualified staff to use in providing transportation for resident needs. You, as a staff member, may be assigned responsibility for driving a facility vehicle. Other times you may be assigned as a passenger. In either case, it is important to know and abide by Keystone's rules regarding driver and passenger safety. Your employee handbook goes into great detail regarding your responsibilities relevant to Motor Vehicles. Refer to it often and contact your supervisor if you have any questions.
2. In order to qualify as a driver you must be:
  1. 21 years of age
  2. Possess a valid Pennsylvania driver license
  3. Have one year of driving experience
  4. Must attend and pass the Driver Safety
3. The following lists some important safety reminders. Please practice these safety tips during your work.
  1. Always practice safe loading and unloading of passengers. Give individuals adequate assistance in boarding and leaving the vehicle. Example: Stand behind the resident as (s)he steps up or into the vehicle, in case of slipping and falling.
  2. Speak to individuals in wheelchairs as you go about assisting them. Example: "I'm going to take off the wheelchair brake now and bring you over to the van."
  3. Exercise the correct mechanics in assisting individuals into the vehicle when they are in the wheelchairs. Example: Use two staff person to bring a wheelchair up a ramp,

always put the wheelchair brake on when putting an individual on a lift, and always make sure wheelchairs are properly secured before a trip.

4. Ensure that all individuals are seat belted before a trip.
5. Never leave individuals unattended in a vehicle.
6. Smoking is prohibited in facility vehicles when individuals are present.
7. If more than one staff person is in the vehicle you should sit apart. This enables the driver to give full attention to the road and passengers in transit may receive quiet, safe programming by staff other than the driver.
8. Always be calm and courteous to other drivers and pedestrians.
9. Always have a designated area for departures and arrivals at your location and be sure these are well-supervised by staff.
10. In inclement weather, only drive the vehicle if it is absolutely necessary. Delay any unnecessary driving until roadways are clear.
11. Always complete a mileage and destination record for each use of a facility vehicle.
12. Always leave the vehicle interior clean and free of soil and litter for the next trip.
13. Always do a pre-trip inspection including:
  - **Outside the vehicle**
    - Tire; sufficient tread and air pressure?
    - Body; any damage?
    - Look for signs of leaks under the vehicle
    - Wiper blades adequate?
    - Check life (if applicable)
  - **Inside the vehicle**
    - Safety belts; working?
    - Horn; working?
    - Gauges; within safe ranges?
    - Lights; working?
    - Turn signals; working?
    - Obstructions to visibility (e.g. dirty windows, missing side mirrors, Packages preventing rear view?)
    - Wipers: working?
    - Back up alarm (if applicable); working?
  - **Emergency equipment**

First aid kit  
Registration card  
Instructions to follow in the event of an accident  
Flashlight

- **Under the hood** - every time you refuel have the attendant check:

Oil level  
Windshield washer fluid  
Hoses and belts for signs of wear

## 2. **Emergency Phone Numbers**

Emergency numbers are posted at each telephone in every facility

Emergency	911
Poison Control	348-4141
Child Line	1-800-932-0313
Police Scranton	348-4141
Police – all other locations	911
Fire Scranton	342-7821
Fire – all other locations	911

## **DISCUSSION:**