

Clark County Board of Mental Retardation and Developmental Disabilities

Policy: <u>Health and Safety</u>	Application: <u>Program Wide</u>
Procedure: <u>Consumer Transportation Rules</u>	Application: <u>Transportation</u>
Board Approved: <u>April 1994</u>	CARF Ref: <u>Section 1:C (p)</u>
Revised: <u>6/2006, 5/2007</u>	Accred. Ref: <u>5123:2-1-03(D)(5)</u>

Procedure:

- (i) The vehicle operator/safety aide has the authority and responsibility to maintain control of consumers to provide for their safety and welfare.
- (ii) The Consumer has the right to “due process” as provided for by the policies and procedures of the Clark County Board of Mental Retardation & Developmental Disabilities.
- (iii) Consumer management and safety instruction include the following rules:
 - (a) Consumers shall arrive at the vehicle stop’s point of safety before the vehicle is scheduled to arrive. The vehicle will stop and will wait approximately 45 seconds. If the consumer or consumer’s family/provider has not made an appearance by that time, the vehicle will leave. If someone makes an appearance within 45 seconds, the driver is not required to wait more than 2 minutes after the appearance of the consumer / family member/ provider. It is the consumer’s (family/provider) responsibility to have assistance for the consumer to reach the vehicle if he/she is unable to do so without assistance. The driver/aide is not permitted to leave the vehicle for this purpose.
 - (b) Consumers must wait in a location clear of traffic and away from the vehicle stop at the designated point of safety. The consumer (family member/provider) is not to proceed to the bus entrance until directed by the bus driver / safety aide.
 - (c) Behavior at the vehicle stop must not threaten life, limb or property of any individual.
 - (d) Consumers are assigned seats based on the consumers’ desires and/or needs for transportation. Should a consumer desire to relocate their assigned seat, the consumer should direct that request to the driver..
 - (e) Consumers must remain seated, keeping aisles and exits clear. Seat belts in the busses are provided as an option and are not required to be worn by state law. Seat belts in the vans are required to be worn per state law.

- (f) Consumers must be respectful to others and obey the vehicle operator and safety aide promptly and respectfully.
- (g) Consumers must refrain from using profane language.
- (h) Consumers must refrain from eating, drinking and gum chewing in the vehicle except as required for medical reasons. If required for medical purposes, contact the safety aide/ driver. It is recommended that the vehicle be stopped to reduce the chance of choking.
- (i) Consumers and staff must refrain from using tobacco in county vehicles per the policy of the Clark County Board of Commissioners. Ohio Administrative Code 3701-52-01(U) prohibits smoking in any vehicle used in the performance of job responsibilities when passengers are present.
- (j) Cell phones should be placed on "silent or vibrate" prior to entering the vehicle. Cell phones are not to be used to take or place calls while on the bus as the conversation can be a distraction to those around the individual and the vehicle operator. Using a cell phone to text message or play a game while in transit is acceptable as long as it causes no disruption among the other passengers and does not distract the driver. The driver / safety aide are not to use cell phones except in the event of an emergency or the need to contact the office with confidential information.
- (k) Electronic media devices (ie AM/FM radios, CD players, Ipods) are not to be used on the vehicle, even if headphones are available. It is important that individuals are able to clearly take direction from the driver / safety aide in the event of an emergency. An individual may be given permission to use an electronic media device if deemed appropriate and incorporated in the individual's positive behavior support plan.
- (l) Consumers must refrain from having alcohol or drugs in their possession in the vehicle except for prescription medication required for the consumer. The driver / safety aide should be informed that the consumer has medication in their possession. The vehicle operator / safety aide will be responsible for shuttling medications between home and the facility.
- (m) Consumers must refrain from throwing or passing objects inside, onto, from or into the vehicle.
- (n) Consumers may carry in the vehicle only objects that can be held in their laps.
- (o) Consumers must leave or board the vehicle at locations to which they have been assigned unless they have parental and/or administrative authorization to do otherwise. If appropriate, consumers will only be released to authorized caregivers as indicated on the emergency information card. If an authorized caregiver is not present and one is required, the individual will be brought to Transportation to be picked up by an authorized caregiver or a Community Living Services representative.

- (p) Consumers must not extend any part of their body (ie head, arms, or legs) out of the vehicle during transportation.
- (iv) Vehicle operators and safety aides must have access to appropriate information about the consumer to the degree that such information might affect safe transportation and medical well-being. This information must be available in the vehicle or readily accessible in the Transportation Office, all such information is strictly confidential, and no information will be left unsecured in the vehicle.
- (v) The Superintendent / designee is authorized to suspend or remove a consumer's riding privileges.
 - (a) Providing the Superintendent / designee has reasonable evidence that the consumer's presence poses a danger to persons or property, immediate removal of a consumer from the transportation vehicle is authorized. Length of time removed from ridership shall be in accordance with policies of the vehicle owner. A consumer immediately removed from the vehicle must be given notice as soon as practicable. The notice shall also include the reason for removal. A team of appropriate professionals will meet as soon as practical to arrange alternative transportation that meet the individual's health and safety needs.
 - (b) Vehicle operators and safety aides shall submit the MUI/UI Report to their supervisor stating the rule violations or conduct that justify immediate removal, suspension or expulsion.


Superintendent

6/11/07
Date


Transportation Director

6/11/07
Date

