



**Policy Title:** Transportation/Driver Requirements

**Policy #:** 09-002-0010

**Effective Date:** 01/29/2025

**Approved by:** Telly Delor, Chief Operating Officer

**Functional Area:** Transportation Department

**Responsible Leader:** Dann Hayes, Information Technology and Security Director

**Policy Owner:** King Thomason, Transportation Manager

**Applies to:** ALL SCCCMH Staff

**Purpose:** To establish guidelines for the safe operation of Agency provided transportation and the responsibilities of drivers while conducting Agency business.

### I. Policy Statement

It is the policy of St. Clair County Community Mental Health (SCCCMH) to ensure that safety and security are provided when transporting individuals.

### II. Standards

- A. Authorized Transportation Staff (as deemed appropriate by each transporting agency) are required to have a driver's license which can be obtained through the Michigan Secretary of State's office.

### III. Procedures, Definitions, and Other Resources

#### A. Procedures

#### Responsibilities

Position	Responsibilities
Transporting Agency	Provide the most safe, effective, and efficient transportation services within budgetary constraints and ensure the proper vetting, training, and licensing of transportation staff.
SCCCMH Supervisor	Ensure there is a current and valid Driver's License for Staff on file
Case	1. Confirm Alternate Drop-off Plans are negotiated and SCCCMH

Position	Responsibilities
Manager/SCCCMH Supervisor	Form <a href="#">#0066 Alternate Drop-Off Plan</a> is on file. 2. Ensure the programs/homes are contacted prior to unscheduled early arrivals due to emergency situations
Group Home Supervisor/Foster Parent/Guardian	1. Ensure staff coverage for pick up and drop off and confirm their familiarity with those processes. 2. Allow for clear communication regarding changes to transportation schedules.

## Actions

Action Number	Responsible Stakeholder	Details
1.0	Transporting Agency	<ol style="list-style-type: none"> <li>1. Provide the most effective and efficient transportation services within budgetary constraints.</li> <li>2. Ensure internal transportation guidelines are in place.</li> <li>3. Ensure annual vehicle inspection by a local licensed mechanic in compliance with the Michigan Transportation Code.</li> <li>4. Provide a preventive maintenance plan for all vehicles (see <a href="#">Administrative Policy #09-002-0025, Vehicle Maintenance</a>).</li> <li>5. Maintain clean vehicles.</li> <li>6. Ensure all staff classified as an Authorized Transportation Staff have the required driver's license prior to performing any transportation.</li> </ol>
2.0	SCCCMH Supervisor	<ol style="list-style-type: none"> <li>7. Send copy of license to Administration secretary for employee's Personnel File.</li> </ol>
3.0	Transporting Agency	<ol style="list-style-type: none"> <li>8. Ensure that all Authorized Transportation Staff: <ol style="list-style-type: none"> <li>a. Complete and pass Transportation Techniques – Module 10 of the Community Direct Care Staff Curriculum. (See Training Grid)</li> <li>b. Are trained, initially upon hiring, in safe techniques of transporting individuals and in the proper use of fire extinguishers.</li> <li>c. Are trained, as appropriate, in the necessary techniques needed to move, lift, and transfer a wheelchair dependent individual. This includes but is not limited to the use of a van lift, or other means used to transfer an individual into and/or out of a van. Are trained within 60 days of hiring, or in accordance with licensing requirements, in emergency techniques such as, what to do in case of an accident, reporting accidents,</li> </ol> </li> </ol>

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		<p>adverse weather condition procedures, and medical emergencies (i.e., seizures, CPR, first aid, etc.).</p> <p>NOTE: Drivers who have a chauffeur's license may independently transport individuals prior to completing Module 10 training, but training must still be completed within 90 days.</p> <ol style="list-style-type: none"> <li>9. Instruct the Authorized Transportation Staff that they have the ultimate responsibility for ensuring passenger safety and that this responsibility cannot be deferred to another party.</li> <li>10. Ensure driver knows who to contact if they have questions or an emergency.</li> <li>11. Develop a policy/administrative procedure for inclement weather: <ol style="list-style-type: none"> <li>a. Using the closing of the Woodland Development Center or agency directive as criteria for not transporting individuals to program, or for closing a program early (see <a href="#">Administrative Policy #01-002-0045, Agency Coverage and Closure</a>).</li> <li>b. Taking into consideration that different programs may be under different criteria for closing per inclement weather administrative procedures. Also, weather conditions may differ from one area to another.</li> </ol> </li> <li>12. Provide route selection based upon the least amount of time on the vehicle for the individual and the minimum number of operational miles.</li> <li>13. Consider requests by home providers in seeking a more equitable and effective scheduling.</li> </ol>
4.0	Case Manager/SCCCMH Supervisor	<ol style="list-style-type: none"> <li>14. Ensure <i>Alternate Drop-off Plans</i> are negotiated by the home provider and the Case Manager.</li> <li>15. Maintain a copy of form <a href="#">#0066 Alternate Drop-off Plan</a> at the transporting agency site.</li> <li>16. Ensure the program/homes are contacted prior to unscheduled early arrival in emergency situations (i.e., adverse weather conditions, facility maintenance problems, etc.).</li> </ol>
5.0	Authorized Transportation Staff	<ol style="list-style-type: none"> <li>17. Ensure the safety and comfort of all individuals being transported: <ol style="list-style-type: none"> <li>a. Check that all seat belts are securely fastened</li> </ol> </li> </ol>

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		<p>and tie-downs and/or kickbacks are secure for wheelchairs.</p> <ul style="list-style-type: none"> <li>b. Play the radio only at a low volume.</li> <li>c. Ensure that the heat and/or air conditioning are at an appropriate level for all individuals being transported.</li> <li>d. Follow all safety and traffic regulations including speed limits, etc.</li> <li>e. Enforce No Smoking and No Eating rules in the van.</li> </ul> <p>18. Sound the horn upon arrival, when appropriate, and wait a minimum of five minutes to allow disabled individuals time to be mobilized from home to van. Wait for a maximum of five minutes for ambulatory individuals. Should more time be needed, staff should notify Authorized Transportation Staff. Staff may escort individual.</p> <p>19. Assist with loading individuals when appropriate or necessary. Authorized Transportation Staff has primary responsibility.</p> <p>20. Ensure that a staff person is present, upon drop-off, by sounding the horn. Wait until staff person either comes out, or signals that they are there.</p> <p>21. Ensure that if no staff are present, the Alternate Drop-off Plan is followed.</p> <p>22. Write an Incident Report each time no staff is present at a home when a van drop off is at an appointed time.</p> <p>23. Send copy of report to Community Integration Services Supervisor, Recipient Rights Director, and Case Manager of the individual.</p>
6.0	Authorized Transportation Staff	<p>24. Maintain the necessary Route and Gasoline Log (SCCCMH Form) and submit to Supervisor at the end of the month.</p>
7.0	Group Home Supervisor/Foster Parent/Guardian	<p>25. Ensure adequate staff coverage is provided at designated drop-off times.</p> <p>26. Ensure a staff member makes their presence known upon hearing the Authorized Transportation Staff sound their horn.</p> <p>27. Understand van schedules require frequent changes and road detours; road conditions and individual problems may cause delays.</p> <p>28. Notify the transporting agency prior to the end of the program day when it is known there will be no one home</p>

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		<p>at the drop-off time and leaves instructions where to transport individual.</p> <p>29. Assure that alternate drop-off site is notified prior to an individual's arrival to ensure that supervision is available.</p> <p>30. Become familiar with transporting agency's administrative procedures for inclement weather and is aware that not all programs may be open or closed per inclement weather.</p>

## B. Related Policies

[Administrative Policy #01-002-0045, Agency Coverage and Closure](#)

[Administrative Policy #09-002-0025, Vehicle Maintenance](#)

## C. Definitions

1. *Alternate Drop-Off Plan*: A written plan of action is to be taken in situations where no staff or home providers are present at drop-off times. This is a shared responsibility across programs to ensure that before an individual is dropped off at their designated place, a staff person or significant other is on duty unless otherwise stated in letter form or on the Alternate Drop-off Plan (SCCCMH form #0066). The Alternate Drop-off Plan is negotiated by the home provider and Case Manager.

## D. Forms

[#0066 Alternate Drop-off Plan](#)

## E. Other Resources (i.e., training, secondary contact information, exhibits, etc.)

N/A

## F. References

N/A

## IV. History

- Initial Approval Date: 10/1989
- Last Revision Date: 12/2024 BY: King Thomason
- Last Reviewed Date: 09/2023
- Non-Substantive Revisions: N/A
- Key Words: Transportation, Driver Requirements, Drop-off Plan