Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: **Effective Date:** 05-30-90

02-ALL-ALL-0306 (VH)

Subject:

Staff Orientation for Use of Vehicles

Last Revision:

12-19-17

Person Responsible:

Health & Safety Coordinator

Approvals/Date:

1-21-18

Superintendent, WCBDD

Department Director

Date

- 1. All staff members mandated by job description with transporting individuals served as an essential function of positions will attend an orientation (approximately 2.5 hours long) presented by the Transportation Department upon employment. An additional hands-on training (appx. 1.5 hours) will be spent in a vehicle driving in the city and county surroundings, as well as participating in parking lot parking skills and learning how to secure wheelchairs in a vehicle and operate a wheelchair lift.
- 2. All staff members mandated by job description with transporting individuals served shall receive a physical from a physician declaring that he/she does not have a medical condition, a physical condition including an uncorrected vision and/or hearing impairment, or a mental condition which could interfere with safe driving, safe passenger assistance, the provision of emergency treatment activity, or could jeopardize the health or welfare of individuals being transported.
- 3. The orientation will consist of the following:
 - A. General knowledge of rules and laws
 - B. Instruction of use of wheelchair lift
 - Securing wheelchair and demonstration of tie downs for wheelchairs
 - Pre-inspection of vehicle before use:
 - 1. fueling vehicle
 - 2. oil level between add and full
 - a. shut engine off immediately if oil light comes on or gauge drops below 20 lbs. And call supervisor and/or mechanic
 - b. oil checked each pre-trip and if at add level add 1 quart of oil
 - c. vehicle fueled at East Gypsy Lane Rd. County Fuel Site (Board Employees)
 - 3. tires
 - 4. gauges,
 - 5. condition of vehicle
 - 6. Keys (Board Employees)
 - E. Operation of vehicle
 - F. Vehicle repair order request
 - G. Accidents
 - H. Documentation of gas/oil use of Board owned/lease vehicles
 - I. Vehicle Operator Manual Review
 - J. Van schedule
 - K. Interior cleanliness
 - L. Exterior view
 - M. Fuel level
 - N. Mirrors Adjustment and Use
- 4. Training for vehicle operators, aides and substitutes will occur prior to their assignment to a vehicle with passengers on board and then, at least annually, the Health & Safety Coordinator or designee will provide training which shall include at minimum:
 - A. Information on the characteristics and needs of the individuals served being transported (i.e. emergency information forms); and
 - B. Annual safety training. Topics may include: securing wheelchairs, seating capacity and appropriate use of car seats, restraints, quick release mechanisms, public and staff relations, adaptive equipment, driving, defensive driving, railroad grade crossing safety, passenger management, safety and emergency procedures, use of first aid and blood borne pathogens equipment, transporting children in car seats, motor vehicle laws, signs, signals and pavement markings, fuel conservation, radio and cell phone communications and route sheets.
- 5. Wood County Board of Developmental Disabilities also provides annual safety training per procedures 02-ALL-ALL-0608 (VH) and 02-ALL-ALL-0495 (AD), which identify the areas that are updated every 6 months, yearly and every 2 years.
- 6. Documentation of training shall occur within the Certification Report, procedure 02-ALL-ALL-0495 (AD).
- 7. Transportation Orientation will follow the General Orientation Schedule. Orientation and training will be completed by a Transportation Trainer with a CDL within the Transportation Department. The Health & Safety Coordinator will be responsible for any changes in content
- 8. After successfully completing the orientation, the Transportation Trainer and the individual participating in the orientation will sign the Van Orientation Documentation form 03-ALL-ALL-0097 and the Documentation of Vehicle Operator Manual Review form 03-ALL-ALL-0567. If orientation is not successfully completed, Transportation Trainer will notify hiring supervisor of any problems and/or concerns.
- 9. After completion of the Transportation Orientation, the employee will receive a certificate of completion.
- 10. A copy of the certificate will be forwarded to Human Resources and the hiring supervisor.

- 11. An employee will not operate a board owned/leased vehicle with individuals served on board until the Transportation Orientation has been completed and the documentation is signed by employee and Transportation Trainer.
- 12. Vehicles will only be used for approved program/services for individuals served. Any other use must have prior approval by the supervisor.
- 13. The employee will notify the designated supervisor of a delay on return trip of van. If scheduled arrival time is delayed over 30 minutes, designated supervisor must be notified as soon as possible by driver of delay time.
- 14. Fueling of all vehicles with riders on board is prohibited (Refer to ODE; OAC 3301-83-20).
- 15. When leaving the drivers seat of a vehicle or exiting the vehicle, the driver will put the vehicle in park/neutral, set the parking brake, shut the engine off and pull the keys. Bus driver will set chocks.
- 16. Board employees that do not transport individuals served may operate board owned/leased vehicles without completing Transportation Orientation or hands-on driving training. These employees must meet Insurability requirements and must maintain an acceptable annual driving abstract in accordance with Board procedure.

References: ODE; OAC 3301-83-10 and 83-20

OAC 5123:2-1-03 OAC 5123:2-9-18

Procedures: 02-ALL-ALL-0495 (AD)

02-ALL-ALL-0654 (HR) 02-ALL-ALL-0823 (HR) 02-ALL-ALL-0608 (VH)

Forms: 03-ALL-ALL-0097

03-ALL-ALL-0098 03-ALL-ALL-0099 03-ALL-ALL-0567 03-ALL-ALL-0672

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