

**Wood County Board of Developmental Disabilities
PROCEDURE**

Procedure #:	02-ALL-ALL-0182 (VH)	Subject:	Transportation Attendance and Documentation
Effective Date:	08-27-87	Last Revision:	09-06-2023
Person Responsible:	Health & Safety Coordinator		
Approvals/Date:	<u>Brent Chan</u> 9-21-2023		
	Superintendent, WCBDD	Date	Department Director
			Date

WCBDD OPERATED BUSES:

1. The Bus Transportation Supervisor is responsible for maintaining riders' names on the transportation software database.
2. The Bus Aide staff will be responsible for recording daily attendance/documentation using the routing software.
3. It is the staff's responsibility to ensure that all individuals have exited prior to leaving the vehicle unattended.
4. The Transportation Request Form 03-ALL-ALL-0053, will be completed by the staff requesting the trip, including the Trip Manifest section.
5. The form will be approved/disapproved by a supervisor/department head, with a copy being sent to the staff requesting the trip.
6. Request form(s) must be received by Transportation by the end of the day the Tuesday before the week of the trip.
7. One (1) copy of 03-ALL-ALL-0053 will be kept by a school designated staff at the facility's office.
8. The department requesting the field trip will be required to assemble and to carry 03-WLS-ALL-0191 Emergency Information Form with them while individuals served are on the bus.
9. The department requesting the field trip will be responsible for the individuals served when entering/exiting from the bus for all events and/or scheduled stops for the trip.
10. Upon completion of the field trip and arrival back at the facility, the person completing the trip manifest will forward the completed copy to the Bus Transportation Supervisor for filing.
11. All bus trips will require at least one (1) member of staff (excluding driver), to ride the bus with the individuals. The staff ration shall ensure appropriate safety and needs for individuals served. Any concerns shall be addressed to the Bus Transportation Supervisor and Director of Children's Services or their designee.

WCBDD OPERATED VANS and OTHER PASSENGER VEHICLES

1. All passenger vehicle usage will be documented on the Vehicle Log Sheet Form 03-ALL-ALL-0098 found in all Board operated vehicles. Vehicle Log Sheets are turned in monthly to department designee.
2. Other WCBDD departments operating vehicles will document passenger transportation as required for that program.
3. Documentation Sheets shall be turned in to department designee upon completion of the route/trip.
4. It is the driver's responsibility to ensure that all individuals have exited prior to leaving the vehicle unattended.
5. Drivers will document that the vehicle is empty of passengers at the end of all trips All drivers will initial the Vehicle Log Sheet, indicating that the vehicle was checked and that no passengers remain on board
6. Drivers will hang an "EMPTY" placard from the rear-view mirror of the vehicle upon completion of post-trip inspection.

References: OAC 5123:2-9-18

Forms: 03-ALL-ALL-0053, 03-ALL-ALL-0098, 03-ALL-ALL-0191

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