

## Wood County Board of Developmental Disabilities

### PROCEDURE

**Procedure #:** 02-ALL-ALL-0193 (VH)      **Subject:** Vehicle Safety for Individuals Served  
**Effective Date:** 08-14-85      **Last Revision:** 01-28-2025  
**Person Responsible:** Health & Safety Coordinator

**Approvals/Date:**

 2/3/25  
Superintendent, WCBDD      Date

 1/29/2025  
Department Director/Coordinator      Date

Items contained in the MSDS Book in every vehicle:

- MSDS Sheets for all chemicals related to the vehicle
- Blank UIR Forms
- Blank Accident Forms
- Emergency Contact List (Red Sheet)

Staff are reminded to replace any forms or sheets removed from the MSDS Books.

1. In the event of an accident, procedure 02-ALL-ALL-0356 (VH) shall be followed.

2. If there is a medical emergency, 9-1-1 will be called by the driver and/or bus aide of the vehicle, based on the circumstances of the emergency. In case of an accident riders will be evaluated for the need of medical assistance. In the event of a mechanical breakdown the following will occur:

- A. Hazard lights will be activated.
- B. Maintenance On-Call will be contacted.
- C. Department Supervisor will be contacted.

3. All riders in county vehicles or staff vehicles, shall wear a lap belt and shoulder belt where present unless stipulated differently from the IP team.

4. The staff is responsible to check that the wheelchair seat belt is secure on the wheelchair prior to placing wheelchair on lift platform.

5. Wheelchairs will be positioned on the bus lift platform with the individual served facing away from the vehicle. Wheelchairs will be positioned on van lift platform facing into the vehicle.

6. Individuals riding in wheelchairs may independently board and exit the ground-level lift platform. Staff members are responsible for loading and unloading wheelchairs from the lift platform at the vehicle level. All motorized chairs must be powered off and secured on the lift platform.

7. Trained staff is responsible for the operation of the lift.

8. All individuals riding in a wheelchair during transport will have the wheelchair secured using a 4-point securement system with a lap belt and shoulder belt as appropriate.

9. Individuals served using car seats, wheelchairs and/or harnesses will be fastened securely in the vehicle or unfastened and removed from the vehicle by staff.

10. The driver and vehicle aide if present, **MUST** check car seats, seat belts, 4-point securements and chest/harnesses straps before departing to ensure rider safety.

11. It is the driver's responsibility to ensure that all individuals have exited prior to leaving the vehicle unattended.

12. Drivers will document that the vehicle is empty of passengers at the end of all trips.

- a. All drivers will initial the Vehicle Log Sheet, indicating that the vehicle was checked and that no passengers remain on board.

13. Drivers will hang an "EMPTY" placard from the rear-view mirror of the vehicle upon completion of post-trip inspection.

14. When exiting the vehicle, the driver will put the vehicle in park, shut the engine off and pull the keys.

#### FOR SCHOOL BUS USE ONLY

1.. All individuals served will be asked to be ready at their home 15 minutes prior to designated bus pick-up time. The responsible person shall be waiting 15 minutes prior to designated drop-off time. If the bus is over 10 minutes late, parents will be notified by Transportation.

2. Individuals served will not enter/exit the buses until staff/responsible person is present at the door of the bus. Individuals served who are able will enter/exit the bus independently upon agreement of staff/parent and bus staff. When appropriate, training skills shall be documented in IEP.

3. Staff on duty/responsible person will open the bus lift door and secure the door in the open position. The bus lift door must be secured before the lift can be operated.

4. Staff on duty/responsible person will be responsible to put wheelchair on the lift, lock both brakes, assure seat belt is secure, and remain by the lift until the chair is removed from the lift by the staff. Staff on duty/person responsible will close the lift door.
5. All bus trips will require at least one (1) staff person (excluding driver), to ride the bus with the individuals. The staffing ratio shall ensure appropriate safety and needs for the individuals served. Any concerns shall be addressed to the Bus Transportation Supervisor, Director of School Services, School Principal or their designee.
6. Each bus driver shall walk the aisle of the bus to the emergency door checking all seats and floor area after all Individuals served have exited the bus and the driver will silence the Child Check Mate System at the rear of the bus as a reminder to stop and check before exiting the bus themselves.
7. When exiting the vehicle, the driver will set the parking brake, put the vehicle in neutral, shut the engine off, pull the keys and set the chocks.
  - A. Drivers will chock wheels at any time the school bus is left unattended and while fueling the bus.
  - B. Driver will pull the keys when exiting the vehicle with these exceptions;
    - o During pre-trip inspection.
    - o During adverse weather conditions.

References: OAC 3301-83-10, OAC 5123:2-1-03, Ohio Department of Education and Workforce Pre-Service Safety Regulations

Procedures: 02-ALL-ALL-0356 (VH)