




COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD

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Policy # 3033	Health and Safety in Transportation of Clients
Origination Date: July, 1998	
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Reviewed Date: February 2005; September 18, 2009, December 3, 2014	
Approved: 	
Bryan G. Stephens, Interim Executive Director	

POLICY:

It is the Policy of the Cobb County Community Services Board and the Douglas County Community Services Board that staff who are involved in client transportation in state vehicles or personal vehicles be knowledgeable of safety practices and prevention of transmission of potential infections.

PROCEDURE:

A. Safe Transportation

1. Two-way radios and/or cell phones will be accessible in all agency vehicles when clients are being transported.
2. Staff will receive CPR and First Aid, CPI and Defensive Driving training according to Unified Transportation System policies.
3. A client who exhibiting behavior which could cause possible injury to others should not be transported. If behaviors do occur while on the van, stop the van immediately. If staff is unable to manage the client's behavior then call the site supervisor and/or 911.
4. Clients will be expected to wear seat belts and adhere to vehicle safety policies according to Unified Transportation System policies and the State of Georgia vehicle laws. Children under the age of eight are required to be properly restrained in an appropriate child passenger safety seat or booster seat.
5. Drivers are expected to help all clients on and off the vans and out of any other state vehicles
6. Any accidents involving client transportation must be reported immediately to the UTS Manager and/or designated person. All accidents involving clients, regardless of injury or no injury, must be reported to the Clients Rights Representative within 4 hours or sooner depending on the severity of the injury.
7. There is no drinking or eating in state vehicles by either staff or clients.
8. There is no smoking in state vehicles.
9. All items in the state vehicles, such as fire extinguishers, first aid kits, etc., must be secured tightly so items do not move or become unattached during an accident or a sudden stop. Employees who transport clients in their private vehicles are encouraged to have a first aid kit and fire extinguisher in the trunk of their car.
10. Vehicle drivers are to handle roadside emergencies per the UTS emergency procedures.

B. Infection Control

1. State vehicles will have trash bags and/or lined trash receptacles **inside** the vehicle.
2. State vehicles will have personal protective equipment and a spill kit **inside** the vehicle.