



Safe Transportation Policy

It is the policy of New Challenges Inc. to promote safe transportation, with provisions for handling emergency situations, when its programs are responsible for transporting persons receiving services.

Procedures

1. Staff whom transport individuals must possess a valid driver's license and carry proper car insurance as required by Minnesota state statute.
2. No staff may transport people or drive a vehicle for any purpose when that person's ability to drive is impaired by alcohol, medications and drugs, or any physical or emotional state that makes the operation of a vehicle unsafe.
3. Staff who transport individuals or who drive for company business must obey all traffic laws and drive in a safe manner.
4. Weather conditions must be taken into account when driving, and speed and following-distance properly adjusted in response. Vehicles are not to be driven in weather conditions that are clearly unsafe for driving.
5. Seat belts must be worn at all times by both driver and passenger(s).
6. Staff must not transport individuals or use a vehicle themselves for company business if they believe that the vehicle (New Challenges Inc.'s or their own) is unsafe to use. Staff using their own cars to transport individuals or for company business must maintain their cars in safe working condition.
7. Staff will not transport hitchhikers or other non-authorized persons while on duty. Unauthorized persons will not be allowed to drive company vehicles.
8. Staff are responsible for security and minor maintenance of the vehicle they are using to transport people or for company business. They must insure that vehicles are turned off, keys removed, and doors locked when leaving a vehicle unattended. They must insure that the car had adequate gas and oil for safe operation, that windows are kept clear for proper vision, and that headlights and taillights are kept reasonably clean.
9. All accidents are to be reported immediately, or as soon as possible, to both the proper law enforcement agency and to New Challenges Inc.'s Administrator, Program Administrator, Program Director, or New Challenges Inc.'s Emergency Phone.
10. Proper medical care must be sought immediately for any injury sustained by the driver or any passengers while transporting people or while on company business.
11. Staff will be prepared for emergencies to ensure safety. Vehicles will be equipped with the following in case of emergency:

- a. Name and phone number of person(s) to call in case of emergency.
 - b. First aid kit and first aid handbook.
 - c. Proof of insurance card and vehicle registration.
12. At no time is staff to drive a person's vehicle who is receiving services from New Challenges Inc. and at no time is a person who is receiving services from New Challenges Inc. to drive a New Challenges Inc. vehicle. If a person receiving services from New Challenges Inc. chooses not to be transported in a New Challenges Inc. vehicle, New Challenges Inc. will not reimburse transportation costs back to the person receiving services.
13. All staff are prohibited from smoking, eating, drinking, or using cellular phones or other mobile devices while operating New Challenges Inc. vehicles.

Policy reviewed and authorized by:

Date of last policy review: _____ Date of last policy revision: _____