

Transportation Services

The Erie County Board of MR/DD may provide transportation services to all individuals eligible for County Board services, as determined through the individual's planning process. This may include transportation for Early Intervention services and services through individual supports. The Board is committed to providing as much of the transportation services as possible through public transportation and in particular the Sandusky Transit System. In the event that public transportation services are not available, transportation services may be provided through contractual agreement with a transportation company, individual support contracts or the ECBMR/DD directly. All Erie County Board personnel, whose primary responsibility is to provide transportation to individuals with developmental disabilities, shall meet minimum qualifications and training as outline in this policy and adhere to all safety precautions as outlined in this procedure and the driver handbook. Any Board employee who transports and individual with developmental disability, as part of their duties, shall adhere to all safety precautions as outlined in this procedure and the transportation handbook.

I. DRIVER QUALIFICATIONS

- A. All Erie County Board personnel, whose primary responsibility is the regular transportation of individuals, shall have qualifications in accordance with Ohio Department of Education (ODE) and Commercial Drivers License (CDL) requirements. Those qualifications include:
1. Be of legal age (18 years old) with a minimum of driving experience of two (2) years and posses a valid Ohio's Driver's License.
 2. Have a current report from the State Bureau of Criminal Identification and Investigation (BCI) criminal history record check with no disqualifying offenses. (Note: Once employed a BCI Checked shall be conducted every (6) years to insure no disqualifying offenses have occurred.)
 3. Have a driver's abstract check from the Ohio Bureau of Motor Vehicles (BMV), verifying no more than two(2) citations or (6) points within the last 24 months on the driver's record. (Note: The employing agent shall obtain driver's abstract check at least two (2) times a year to insure there are no more than two (2) citations or (6) points within the last 24 months on the driver's record.)
 4. A negative pre-employment drug and alcohol test for all employees. Random drug testing shall be conducted in accordance with the Board drug testing policy.
 5. Pre-employment and yearly physicals thereafter. and
 6. CPR certification within (90) days of employment.
 7. Attend and/or receive information from scheduled in-service training sessions as outlined in B2.
 8. The ability to work with a broad range of individuals and organizations.
 9. All other requirements as listed in the Vehicle Operators job description.
 10. All vehicles are owned and insured by the Erie County Commissioners.

Erie County Board of Mental Retardation and Developmental Disabilities

Transportation

April 2005

- B. Any individual who drives a vehicle having a capacity of sixteen (16) passengers of more shall meet requirements of section IA 1-10 and shall have a Commercial Driver's License (CDL)
- C. Any individual contracting with the Board to provide transportation to a specific individual must have a valid contract with the Board and be able to supply upon request:
 - 1. a valid Ohio Driver's License
 - 2. Insurance coverage as specified in section 4509.101 & 5409.47 of the Ohio Revised Code
- D. Billing for the transportation of individuals under the contract shall occur no later than 45 days after the first day of service.

II. TRAINING

Training for vehicle drivers prior to their assignment to a vehicle with passengers on board shall include the following:

- A. Up to eighty (80) hours observing vehicle operation and driving techniques of an experienced driver including but not limited to:
 - 1. Pre trip inspection
 - 2. Post trip inspection
 - 3. Proper use, operation, securing and inspection of adaptive equipment (i.e. Wheelchairs, car seats, and vest).
 - 4. Proper operation of wheelchair lift system & safe loading/unloading of individuals
- B. Up to eighty (80) hours of driving while under direct supervision of an experienced driver.
- C. Successful completion of final driving test under the direct supervision of the transportation departments driver/trainer
- D. Review and confirmation signature of the Transportation manual.
- E. Completion of a review of "Program Transportation Forms" for each individual transported to assure they are aware of any special needs or characteristics the individuals may have. Forms for all individuals are kept in the Transportation Office for review.
- F. Within in 90 days complete the following training:
 - 1. Adult CPR
 - 2. Infant/child CPR
 - 3. Adult, infant & child first aid- required every three (3) years.
 - 4. Blood Borne Pathogens
 - 5. MUI (Major Unusual Incidents)
 - 6. OSHA requirements
 - 7. Vehicle Inspections
 - 8. General Characteristics & needs of individuals

Erie County Board of Mental Retardation and Developmental Disabilities

Transportation

April 2005

9. Emergency Procedures

- G. All transportation personnel are also required to successfully complete the training outlined in II. F. annually.

III. VEHICLE INSPECTIONS

- A. Vehicle shall be inspected by the designated driver for that day before leaving the garage. Drivers will sign of on vehicle inspection forms daily.
- B. Daily pre-trip/post trip inspections and mileage reports shall be kept on file in the transportation office for a minimum of (1) year.
- C. Maintenance and yearly vehicle inspection (if required) are determined by the County Vehicle Maintenance Supervisor and shall be adhered to according to his/her instructions.

IV. INCLEMENT WEATHER/PROGRAM CLOSING

The decision to close the program and cancel transportation services due to weather. All riders are encouraged to listen to the following station for cancellation:

- WCPZ 102.7 FM
- WLEC 1450 AM
- Channel 3 (i alert)

Driver's procedures for inclement weather will be addressed in the Transportation Manual. Procedures for those who work in the community will be referenced in the Community Employment Transportation Handbook.

V. EMERGENCY AND EVACUATION PROCEDURES FOR VEHICLES

In the event of an emergency or situation that requires the evacuation of a vehicle, the driver shall take the necessary steps to insure the health and safety of the passengers. It shall be the responsibility of the driver or other staff that may be in the vehicle to determine the need for evacuation to assure individuals safety. Once the safety of the passengers is assured the driver shall:

- A. Contact the Transportation Supervisor or designee and explain the situation that has occurred.
- B. Notify appropriate law enforcement agency.

VI. HOURS OF OPERATION and SCHEDULING

- A. The transportation work week is Monday through Sunday. The Board's transportation system currently runs 7 days a week 24 hours day except for Thanksgiving Day, Christmas Day and all Vans are off the road by 6:00 PM on Christmas Eve.
- B. Schedules are to be submitted by 1:00 PM on Friday for the next week. Schedules that are called in after 1:00 PM deadline can not be guaranteed a ride for the next week.
- C. Community Employment rides will take precedence over all other Board transportation request.

Erie County Board of Mental Retardation and Developmental Disabilities

Transportation

April 2005

- D. The transportation department will make every effort to schedule request that are turned in with less than (48) hours notice, however the department can not make any guarantee that the request will be approved.
- E. All work schedules are to be called into the transportation office at 419-624-0367. during business hours

VII. WAITING/ RIDE TIMES

- A. Any transportation vehicle shall only wait at each scheduled stop for (3) minutes. This will alleviate late arrivals for the other riders.
- B. Individuals shall ride on a vehicle for a time period not to exceed (90) minutes.

VIII. COMMUNICATION

- A. If a vehicle transporting individuals to work is running late and individuals will be dropped off at work late the driver will contact the Transportation Supervisor and/or designee to inform them of the following:
 - 1. The individual scheduled to be picked up
 - 2. The scheduled time to be at their destination
 - 3. An estimated time of arrival
 - 4. The Transportation Supervisor and/or designee will contact the individual to let them know that the vehicle is running late.
 - 5. The Transportation Department personnel or the individual that will be late will call the employer to inform them of the situation.
- B. If a vehicle will be running over the (90) minute ride time the driver will inform the Transportation Supervisor and/or designee. The driver shall allow the rider to use their Board provided cell phone to contact anyone who may be waiting at home for individual to inform them of their estimate arrive time.
- C. Riders and employers will be supplied with the (24) hour on-call transportation phone number 419-624-0374.
- D. Vehicle drivers shall have access to appropriate information about individuals to the degree that such information might affect the safe transportation and medical well-being while being transported. This information shall be available in the transportation office. The information shall include:
 - 1. Identifying all authorized passengers in addition to the individuals being transported.
 - 2. Behavior support plans that apply to the individuals being transported.
- E. Information regarding transportation safety shall be communicated at least annually to parents, caregivers, consumers.
 - 1. Parents, families, and caregivers shall receive printed information, which will be the responsibility of each recipient to review. Any questions shall be directed to the Transportation Supervisor.
 - 2. The information contained shall include but not limited to:
 - a. Contact phone numbers
 - b. Delay and closing notification
 - c. Rules for passengers
 - d. Safe riding practices

Erie County Board of Mental Retardation and Developmental Disabilities

Transportation

April 2005

- e. Emergency evacuation procedures

IX. RIDE CHARGES

Individuals will be charged for rides and charges will be based according to the Fair Zone Chart adopted by the Board.

- X. Further information on transportation services and how to access them can be found in the Sandusky Transit System brochure or the Community Employment Transportation Handbook.