

TRANSPORTATION POLICY

The Erie County Board of Developmental Disabilities will ensure that there is a variety of transportation services available. Transportation services may be provided directly by Board employees or through contracted service providers.

Procedures for this policy only apply to the Board operated transportation system. All other providers of transportation are monitored by other rules and regulations and addressed in the Individual Supports Policy. Contracted transportation services are monitored and regulated through state and federal rules and regulations.

The Superintendent shall establish, revise and keep current the procedures to be utilized in the implementation of this policy. The Superintendent/designee shall ensure compliance with these procedures. All revisions and changes will be shared with the Board when made.

Superintendent Signature: Carrie Beier Date: 4/16/20

Implemented: 4/1/15

Board Approval: 4/1/15, 2/19/15, 4/20/17, 3/15/18, 4/16/20

Revised: 8/16/2007, 9/13/13, 2/19/2015, 4/20/17, 3/13/18, 4/16/20

Reviewed: 1/3/17, 3/13/18, 4/16/20

Cross Reference: Ohio Administrative Code (OAC) 5123:1-03, 5123:2-9-18

ERIE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES TRANSPORTATION PROCEDURE

I. TRANSPORTATION SERVICES

The Erie County Board of Developmental Disabilities (Board) acknowledges that there is a variety of transportation services available for individuals to use. In the event an individual chooses to use Board transportation services, these procedures have been established to ensure that the requirements of non-medical and specialized transportation are in place according to Ohio Administrative Code (OAC) 5123:2-1-03, 5123:2-9-18.

A. Driver Qualifications

All Erie County Board personnel whose primary responsibility is the regular transportation of individuals, shall have qualifications in accordance with this policy and procedure. All drivers must have, be able to obtain and meet all of the following qualifications:

1. Be at least 18 years old;
2. Have a valid Ohio Driver's License with two (2) years of driving experience;
3. Have a current BCI/ FBI check with no disqualifying offenses (note: once employed BCI checks are required to be conducted every 5 years);
4. A driver's abstract with no disqualifying offenses. (Yearly then after) An employee shall report all traffic violations that occur on work or personal time to the Supervisor;
5. A negative pre-employment drug and alcohol test. Random screening thereafter;
6. Pre-employment and yearly physicals;
7. All pre-employment checks as required by law;
8. The ability to work with a broad range of individuals;
9. Any/all other requirements as defined in the driver's job description; and
10. Vehicle insurance coverage is provided by the Erie County Commissioners.

B. Training

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

1. Pre-trip inspections;
2. Post-trip inspections;
3. Proper use, operation, securing and inspection of adaptive equipment and wheelchairs;
4. Proper operations of the wheelchair lift system and safe loading/ unloading of riders;
5. Review of transportation policy and procedures;
6. Review of transportation manual;
7. Major Unusual Incidents (MUI);
8. Rights of Individuals with Disabilities;
9. General vehicle operations;
10. General characteristics and needs of individuals;
11. Emergency Procedures;
12. Individual Specific needs training.

C. Annual In-Service Requirements

Per OAC all drivers shall on an annual basis attend and/or receive training provided by the Board on:

1. CPR/FIRST AID (every 2 years);
2. Blood borne pathogens;
3. Occupational Safety and Health Administration (OSHA);
4. MUI;

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5. Rights of Individuals with Disabilities;
6. General characteristics and needs of individuals, to include any authorized passengers (per the My Vision Plan (MVP) span or as needed changes);
7. Emergency Procedures.

D. Vehicle Inspections

1. Vehicle inspections will be conducted by each driver before leaving with the vehicle for the day.
2. Post vehicle inspections will be conducted at the end of each shift.
3. Routine maintenance is performed as recommended by the vehicle owners manual in accordance with protocols of the county vehicle maintenance department.
4. Annual vehicle inspections are performed in accordance with OAC 5123:2-9-18.

E. Hours of Operation

1. The Board will provide transportation 358 days a year with the exception of Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, and two staff In-service days. These will be reviewed on an annual basis based on the demand of the year prior and additional dates may be added or deleted to this list as determined appropriate.
2. Schedules must be submitted by 4:00 p.m. on Friday for the next week to the Transportation Office. Any ride requested after this time may not be able to be accommodated. Schedules must be called into the transportation office at (419) 624-0367 or emailed to transportation@eriecbdd.org. Drivers will not accept schedules.
3. Individuals will be required to examine all other transportation options in order to request Board transportation. The Board is the provider of last resort.

F. Waiting/Ride Times

1. Drivers will wait at least five (5) minutes for a rider to appear at each stop before leaving. This will alleviate late arrivals of other riders.
2. Individuals shall not ride on a vehicle for more than ninety (90) minutes in any one-way trip.

G. Inclement Weather/Closings

In the event transportation services are shut down due to inclement weather, riders will be notified on an individual basis. Annual notification of inclement weather practices will be sent to riders on an annual basis.

H. 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 to determine the need for evacuation to assure riders are safe. Notification of emergency evacuation procedures will be sent to riders on an annual basis.

I. Communication

Drivers will be issued a communication device or will receive reimbursement per Board Fiscal Policy to use a personally owned device for transportation needs.