

CHARLESTON DORCHESTER MENTAL HEALTH CENTER

Policy Regarding Transportation of Clients

Policy:

It is the policy of the Charleston Dorchester Mental Health Center to safely transport clients, utilizing the procedures below.

Procedures:


1. Maintenance will be performed according to the State Fleet Vehicle Maintenance Program.
2. Vehicle maintenance records will be kept on file at the Administrative Office.
3. Prior to departure, driver will visually inspect vehicles for tire inflation, body damage and/or cracked glass.
4. Driver will not return vehicle with less than ½ tank of fuel.
5. Driver will not leave vehicle unattended with motor running.
6. Driver will verify that required safety equipment is properly stored in vehicle i.e. fire extinguisher, first aid kit, fix-a-flat, spill kit and flashlight with fully charged batteries.
7. Vehicle doors should be locked at all times during vehicle operation and when idle. Anti-theft devices, i.e., the Club, are to be placed on the vehicle steering wheel at night and on weekends.
8. Passengers must remain seated when the vehicle is operational and may not extend any part of their body out of vehicle window.
9. The driver and passengers must have their seat belts secured prior to departure and during vehicle operation. Children under 4 years of age will be secured in approved, child restraint devices.
10. NO SMOKING IN VEHICLES
11. **Drivers will load and discharge passengers at the building entrance and assist clients entering and exiting the van/vehicle.**

STAFF WILL NOT TRANSPORT CLIENTS WHEN:

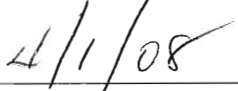
1. The client could become violent or unpredictable, e.g. may threaten to exit from moving vehicle.
2. Client is actively expressing suicidal or homicidal thoughts or intentions.
3. Staff has reason to believe that the client may possess a weapon.
4. Client is acting out sexually and inappropriately.
5. Client will not adhere to transportation procedures and safety rules e.g. refuses to be seated and fasten seat belt.

PROCEDURES FOR EMERGENCIES DURING TRANSPORTATION

1. If client becomes agitated or complains of physical distress, the driver will pull vehicle to the side of the road in a safe area. The driver will never stop the vehicle on an overpass or bridge. When another staff is present, the driver should enlist their aid in an attempt to: calm the client; determine the problem (agitation, pain, difficulty breathing, etc.); perform first aid or CPR if necessary; and when situation warrants, CALL 911
2. As soon as possible, the driver will notify the PROGRAM DIRECTOR or DESIGNEE of the situation and advise the type of EMERGENCY (medical or psychiatric); client's name; and vehicle location.
3. Adverse Incident Report is completed upon return to the service area.



Deborah S. Blalock, M.Ed., LPCS
Executive Director



Date