



Safe Transportation Policy

Policy

It is the policy of Functional Industries, Inc. (FII) to ensure that passengers are transported safely, that the risk of liability for both employees and FII is minimized, and to outline procedures for using FII vehicles and handling emergency situations, when FII is responsible for transporting persons receiving services.

Procedures

- A. Functional Industries' vehicles are to be utilized exclusively for the purpose of transporting persons served by FII, and or equipment and supplies related to FII.
- B. Functional Industries will ensure that all vehicles are properly insured when transporting persons served by the program.
- C. Personal vehicle use for transport.
 1. Staff must provide Functional Industries with valid proof of insurance on their personal vehicle.
 2. Staff must check out a First Aid to go kit.
 3. If staff do not have a Functional Industries issued cell phone or a personal cell phone for use in an emergency situation, they must check out a Functional Industries cell phone for use during transport.
- D. Functional Industries will ensure the following regarding safe transportation:
 1. Equipment used for transportation, including vehicles, supplies, and materials owned or leased by FII, will be maintained in good condition by following the standard practices for maintenance and repair, including any ramps, step stools, or specialized equipment used to help people enter or exit the vehicle.
 2. Vehicles will be kept clean (interior and exterior).
 3. Staff will report all potential mechanical problems as well as vehicle maintenance or other vehicle concerns to the Transportation Manager and/or Fleet Maintenance Coordinator immediately.
 4. Staff will report all potential equipment, supply and material problems to the Transportation Manager and/or Fleet Maintenance Coordinator immediately.
 5. Staff will report all accidents immediately to one of the following; Transportation Manager and/or Fleet Maintenance Coordinator, Vice President Workforce Solutions and Vice President Human Resources.
- E. All Functional Industries' staff will follow procedures to ensure safe transportation, handling, and transfers of each person and any equipment used by the person who is being transported, whether or not FII is providing the transportation. When FII is responsible for transportation of a person or a person's equipment, staff will utilize the following assistive techniques:
 1. Staff will comply with all seat belt requirements under Minnesota Statutes, sections 169.686.
 2. Staff will provide assistance with seatbelts, as needed to ensure they are correctly fastened and with the use of any ramp or step stools to ensure safe entry and exit from the vehicle.
 3. Staff will ensure all supplies or equipment, including wheelchairs and walkers or other mobility aids used by a person, and specialized equipment requiring specific restraints are properly secured before the vehicle is in motion.

- F. Staff will be responsible for the supervision and safety of persons while being transported.
 - 1. Staff must be prepared to intervene, in order to maintain safety, if a person who is being transported engages in behavior that puts the person, the driver, or other passengers at risk of immediate danger/physical harm.

- G. Most vehicles owned by Functional Industries are equipped with a two way radio for communication purposes. A base radio is located in the Transportation Manager's office.
 - 1. Two way radios are only to be used to communicate necessary information regarding transportation or to report an emergency.
 - 2. Staff will be responsible for immediately informing the Transportation Manager and/or Fleet Maintenance Coordinator if the two way radio is not working properly.
 - 3. If a two way radio is not available, a company cell phone or a personal cell phone must be available for communication purposes.

- H. Staff will be prepared for emergencies to ensure safety. Vehicles will be equipped with the following in case of emergency:
 - 1. First aid kit and first aid handbook.
 - 2. Fire Extinguisher
 - 3. Road hazard equipment
 - 4. Name and phone number of person(s) to call in case of emergency.
 - 5. Proof of insurance card and vehicle registration.

- I. In the event of a severe weather emergency, staff will take the following actions:
 - 1. Monitor weather conditions. Listen to local television or radio or a weather-radio for weather warnings and watches.
 - 2. Follow directions for the need to change plans and activities, or seek emergency shelter.
 - 3. Inform passengers why plans and activities have changed. Assist passengers to remain calm.

- J. In the event of an accident, staff will take the following actions:
 - 1. Call 911
 - 2. Check to see if anyone is injured. Provide first aid as needed.
 - 3. Remain calm and calm passengers.
 - 4. Do not admit fault. Do not discuss the accident with anyone except the police and FII.
 - 5. Do not leave the scene.
 - 6. Call FII at 763.682.4336 during business hours. After business hours refer to the emergency contact sheet found in the vehicle.
 - 7. Use information sheets provided in the vehicle's binder to write down the names, addresses and phone numbers of anyone who was involved or witnessed the accident.
 - 8. Write down license numbers, insurance company names and policy numbers of everyone involved in the accident.

- K. In the event of a fire, staff will take the following actions:
 - 1. Pull vehicle to the side of the road
 - 2. Evacuate all passengers from the vehicle ensuring a safe distance from the vehicle
 - 3. Call 911 (if help is needed with evacuation call 911 first)
 - 4. If able to get the fire extinguisher, extinguish the fire if the fire is small
 - 5. If the fire is larger, or near the gas tank, move the passengers to a safe distance of about 200 feet from the vehicle



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- L. In the event of a medical emergency, staff will take the following actions:
 - 1. If medical attention is needed immediately, call 911.
 - 2. Use first aid/CPR training to stabilize the passenger.
 - 3. Contact FII by two way radio or cell phone as soon as possible and inform management of the situation

- M. In the event a vehicle needs to be evacuated for any reason, staff will take the following actions:
 - 1. Pull to the side of the road.
 - 2. Evacuate as quickly and efficiently as possible
 - 3. If help is needed with evacuation call 911
 - 4. Move passengers to a safe distance from the vehicle

- N. All staff are required to follow all traffic safety laws while operating an FII vehicle. This includes;
 - 1. Maintaining a valid driver's license
 - 2. Wearing seatbelts
 - 3. Obeying all traffic signs.

Any ticket issued by law enforcement, while an employee is driving an FII vehicle, is the responsibility of the employee to whom the ticket was issued.

- O. All staff are prohibited from smoking, eating, drinking, or using cellular phones or other mobile devices while operating a Functional Industries vehicle.

- P. Cell Phones
 - 1. Cell phones are never to be used while driving a company vehicle or while transporting individuals in a personal vehicle except during emergency situations.
 - a. Cell phones may only be used to communicate with law enforcement officials and or emergency services.
 - b. If possible, before using, staff should move the vehicle to the side of or off of the road and stop at a location where the vehicle can safely remain stationary.

In any emergency situation, after all individuals are accounted for and safe, the driver will call Functional Industries management and inform them of the situation.

Legal Authority: MS §§ [245D.11](#), subd. 2. (4); [245D.06](#), subd. 2, paragraphs (2) to (4)