

Stark County Board of Developmental Disabilities

Transportation Procedure 026 Emergency Forms	Effective: 9/1/2015
Chapter 5: Program Services	Page 1 of 1

Emergency Forms

An emergency form for each passenger is required to be carried in each Board Vehicle. Emergency forms and changes in emergency forms will be provided by the Department Head/Designee.

The Driver is responsible for assuring that the emergency forms are prearranged in good order. In the event of an accident, the Driver may be required to furnish these forms to responding emergency personnel.

On field trips or special runs, emergency forms for each group of students/adults shall be the responsibility of the school or workshop staff person in charge of that trip. They should be presented to the Driver when the bus is being loaded. Bus Drivers should ask for them if they are not presented. Supported Employment staff assigned to drive, will insure emergency forms accompany each individual as they are re-assigned to different vehicles and/or work sites. Staff is accountable for the security and confidentiality of all emergency forms.