

Stark County Board of Developmental Disabilities

Transportation Procedure 041 Passenger Safety	Effective: 9/1/2015
Chapter 5: Program Services	Page 1 of 1

Subject: Passenger Safety

The safety of those we serve is of the utmost importance.

Ref: Board's Statement on Safety

If an individual should come to the bus/van putting themselves or others at risk in a dangerous or unsafe state; or when vomiting, incontinent of urine or stool (universal precautions are to be followed always), the vehicle operator shall call their immediate supervisor/designee. Upon consultation, the **supervisor in charge shall make the decision** to hold the bus/van for a period of no more than a fifteen (15) minute calming period if the individual is in an unsafe state to transport.

Staff shall remain with the individual during the fifteen (15) minute calming period.

If the individual remains in an unsafe state for transport, the vehicle operator shall consult with the supervisor in charge and determine if the individual can be transported on a Board vehicle. Should the supervisor determine that the situation remains unsafe, one of the following will be arranged.

1. The parent/responsible person shall provide transportation, or
2. Residential staff shall provide transportation, or
3. The individual will be picked up after the bus/van has completed its route. Additional assistance shall be determined if necessary.
4. Another vehicle will be assigned and (3) above shall be followed.

The bus/van driver assigned to the route shall complete an incident report immediately upon returning to their site.

The Transportation Manager/ designee shall contact the appropriate site manager or principal, and the SSA to review the incident. One of the following shall result:

1. The incident shall be considered an isolated incident and no other action is necessary.
2. A team meeting shall be initiated to review the incident and recommendations made as to the necessary plans to be developed to deal with subsequent situations. The vehicle operator and Bus Rider, if applicable, shall be asked to attend team meetings.
3. The individual may be suspended from transportation until an appropriate plan of action can be developed. The Superintendent or the Superintendent's designee only shall have the authority to suspend an individual from transportation. All suspensions shall follow all legal guidelines. Should a suspension from transportation be made, the Transportation Supervisor will notify the Director of Service and Support Administration who will see the individual is advised of his/her due process rights.