



Policy Number:

37

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Subject: Transportation

## **PURPOSE:**

It is the responsibility of Camden County Developmental Disability Resources (CCDDR) to protect the health and safety of all our clients who are being transported by our staff. CCDDR has established requirements for CCDDR employees utilizing vehicles owned and not owned by CCDDR when conducting CCDDR business and while transporting clients. On occasion, there may be situations where CCDDR employees must transport clients. CCDDR's goal is to provide transportation programs and/or services supporting public and/or private transportation opportunities for persons with developmental disabilities. Our agency wants to create better transportation systems for our clients in the communities in which they live, work, and recreate.

## **POLICY:**

CCDDR will make every effort to ensure qualified individuals with a developmental disability are not excluded from participation in or denied benefits of transportation services either provided directly or contracted by CCDDR; however, circumstances may exist at any given time which would prevent CCDDR from providing transportation services. CCDDR requires that all local and state regulations be followed, including, but not limited to, wearing seat belts and adhering to speed limits. Employees must also follow guidelines described in the CCDDR Transportation Manual, CCDDR Employee Manual, and all CCDDR policies.

### **I. Title VI Assurances**

CCDDR agrees to comply with all provisions prohibiting discrimination based on race, color, national origin, etc. of Title VI of the Civil Rights Act of 1964 as amended, 42 U.S.C. 200d et seq.; U.S. DOT regulations, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act," 49 CFR part 21; and all subsequent revisions or amendments of the aforementioned.

CCDDR assures that no person shall, as provided by Federal and State civil rights laws, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity. CCDDR will make every effort to ensure non-discrimination in all programs and activities, whether those programs and activities are federally funded or not.

CCDDR will meet the objectives of any FTA Master Agreement which governs all entities applying for FTA funding, including CCDDR and its third-party contractors by promoting actions that:

- Ensure that the level and quality of transportation service is provided without regard to race, color, national origin, etc.
- Identify and address, as appropriate, disproportionately high and adverse effects of programs and activities on minority populations and low-income populations
- Promote the full and fair participation of all affected Title VI populations in transportation decision making
- Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations

CCDDR may receive state and/or federal funds through grants administered by the Missouri Department of Transportation. As a recipient of this funding, CCDDR is committed to assuring compliance with the Title VI Requirements for Federal Transit Administration Recipients as outlined in FTA circular 4702.1B and all subsequent circulars. If required to do as a condition of receiving state, federal, or other grants, CCDDR shall adopt a Title VI plan, Limited English Proficiency (LEP) Plan, and/or any other plan, policy, procedure, etc. needed to ensure services will meet regulatory requirements. CCDDR will also ensure contracted transportation providers meet the same standards and/or regulatory compliance as required.

## II. CCDDR Employees

- A. Employees shall be properly licensed (Missouri state driver's license preferred and preferably a Class E Driver's License). Employees will furnish a copy of their driver's license to the Human Resource Officer upon hire date and upon license renewal.
- B. Employees must have the minimum liability coverage (as required by Missouri statutes) on vehicles not owned by CCDDR and being utilized to conduct CCDDR business. Proof of insurance on vehicles not owned by CCDDR must be provided to the Human Resources Officer before the vehicles can be utilized for conducting CCDDR business.
- C. All individuals who are employed by CCDDR are required to have a background check consisting of:
  - Illegal drug screen (upon hire and randomly if probable cause or reason)
  - FBI fingerprint check (fingerprint/criminal record check/sex offender registry check through the Highway Patrol upon hire and every 6 years thereafter)
  - Family Care Safety Registry (annually)
  - Driving history/MVR (annually)
  - Office of Inspector General, United States Department of Health & Human Services (annually)

## III. Responsibilities of CCDDR Employee Drivers

- A. Do not drive under the influence. If an employee drives under the influence of alcohol, a controlled substance, or impairing substance, the legal penalties could include the loss of your

license, a fine, and/or prison sentence. An employee will be terminated immediately if determined to be driving under the influence of alcohol, controlled substances, or impairing substances while conducting CCDDR business or transporting CCDDR clients.

- B. The use of mobile phones (with or without hands-free devices or methods) while driving a CCDDR-owned vehicle or transporting clients in vehicles not owned by CCDDR is prohibited. The use of mobile phones without hands-free devices or methods (Bluetooth, speech-to-text converters, etc.) while driving a vehicle not owned by CCDDR when conducting CCDDR business is prohibited.
- C. Check vehicle tires - the life of the tires depends on how the vehicle is driven. Excessive speed, braking, or acceleration will cause tires to wear away. If any CCDDR-owned vehicle exhibits unsafe tire conditions, the vehicle shall not be driven. Immediately notify the appropriate CCDDR personnel. If any vehicle being utilized by an employee that is not owned by CCDDR exhibits unsafe tire conditions, the employee shall not operate the vehicle while conducting CCDDR business or transport CCDDR clients until the vehicle's tire(s) are replaced or repaired.
- D. Check the vehicle for any abnormalities which may affect the performance of the vehicle. If any CCDDR-owned vehicle exhibits abnormalities, the vehicle shall not be driven. Immediately notify the appropriate CCDDR personnel. If any vehicle being utilized by an employee that is not owned by CCDDR exhibits abnormalities, the employee shall not operate the vehicle while conducting CCDDR business or transport CCDDR clients until the vehicle is repaired.
- E. If any CCDDR-owned vehicle begins exhibiting any abnormalities during operation, discontinue operation of the vehicle as soon as possible by immediately pulling over and parking the CCDDR-owned vehicle at the nearest, safest location. As soon as it safe to do so, notify the appropriate CCDDR personnel for further instructions. If any CCDDR-owned vehicle warning indicator is activated while in operation, discontinue operation of the vehicle as soon as possible by immediately pulling over and parking the CCDDR-owned vehicle at the nearest, safest location. As soon as it safe to do so, notify the appropriate CCDDR personnel for further instructions.
- F. If any vehicle being utilized by an employee that is not owned by CCDDR exhibits any abnormalities or any warning indicator is activated while in operation when conducting CCDDR business, discontinue operation of the vehicle as soon as possible by immediately pulling over and parking the vehicle at the nearest, safest location. As soon as it safe to do so, notify the appropriate CCDDR personnel. The employee shall not operate the vehicle while conducting CCDDR business or transport CCDDR clients until it is repaired. CCDDR is not responsible for the repairs and maintenance of vehicles not owned by CCDDR.
- G. Always drive at a safe speed. A safe speed depends on several factors:
  - Road Conditions: wide, straight, good/bad surface, good/bad vision, etc.
  - Weather Conditions: dry, wet, bright, sunny, misty, raining, snow, fog, etc.
  - Traffic Conditions: light or heavy flow of traffic, etc.
  - Physical Condition of Driver(s): relaxed, happy, tired, worried, aggressive, frustrated, etc.
- H. Drivers must never drive faster than the speed limit. If a driver receives a citation, the driver will be responsible for all costs associated with the citation.
- I. CCDDR-owned vehicles must always have adequate first aid supplies in the vehicle, including a first aid kit that is inspected annually and as necessary. The CCDDR-owned vehicle is not to be operated if adequate first aid supplies are not in the vehicle. If any CCDDR employee transports a

client(s) in a vehicle not owned by CCDDR, the employee must obtain and sign for a portable first aid kit with adequate first aid supplies from the CCDDR office. When the transport of a client(s) is completed, the employee shall return the first aid kit. The first aid kit must be checked upon return to ensure all adequate first aid supplies are present. If not present, a designated CCDDR employee shall replenish the supplies before the first aid kit is reissued to another employee.

- J. In the event of a serious accident and/or injury, the driver will immediately call 9-1-1 if able to do so. In the event of a minor accident, the driver will notify the police and ambulance to report the accident. The Human Resources Officer or Executive Director will be notified immediately and, if needed, will complete a Workers Compensation Authorization for Medical Treatment form.
- K. All accidents occurring away from the CCDDR office when on CCDDR business, regardless of professional medical attention, must be reported for Workers Compensation purposes. Verbal notification of any serious occurrences should be immediately reported to the Executive Director.
- L. If a driver receives a citation due to a vehicle accident and/or other traffic offense/moving violation, the driver will be responsible for all costs associated with the citation.
- M. Drivers' safety is priority.
- N. Drivers must always wear seatbelts and verify passengers are wearing seatbelts as well.
- O. Drivers must always be polite and professional when transporting clients.
- P. It is each driver's responsibility to maintain a current valid driver's license.
- Q. Drivers must never transport more passengers than available seating in any vehicle.
- R. Drivers shall not transport a minor without written documentation or verifiable permission from the parent(s)/guardian(s) of the minor, and, if possible, a parent(s)/guardian(s) should accompany the minor who is being transported.
- S. It is the responsibility of every driver to be informed on impending weather conditions and the daily weather forecast. This includes all seasonal and inclement weather (snow, ice, thunderstorms, tornado, etc.). It is the driver's responsibility for contacting clients to inform them of inclement weather. Drivers should use common sense and good judgment when deciding to transport clients. If the weather is questionable, don't go! It is better to be safe than sorry!
- T. Drivers are required to review CCDDR's Transportation Policy and Transportation Manual annually.