

SUBJECT: VEHICLE SAFETY

EFFECTIVE  
DATE: 08-26-11 (replaces 03-22-11)

APPROVED BY:

Reviewed (no changes): \_\_\_\_\_  
\_\_\_\_\_

Executive Director

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POLICY

It is the policy of McIntosh Trail Community Service Board that prescribed safety measures will be identified for all organization vehicles, owned, rented or leased.

PROCEDURE

Safety Procedures:

The operation of any State vehicle in an unsafe manner or conditions is prohibited. The following measures should be adhered to by the program operating the motor vehicle:

1. A secured standard first aid kit and spill kit is in each vehicle (see attachment).
2. A regulation size Class B chemical type fire extinguisher is on each vehicle (extinguisher must have a visible gauge or inspection tag reflecting annual inspections and placed in easy reach of driver). Effective immediately, vehicles purchased, acquired from surplus property, and/or transferred from other agencies must have at least on (1) 2A-10BC or greater (NHTSA Minimum Standard 1980 Revised 1985) pressurized dry chemical type extinguisher complete with hose which meets Underwriters Laboratories, Inc. approval on each vehicle. With the exception of sedans, extinguishers must be mounted in a bracket located in the driver's compartment and readily accessible to the driver and passengers. In sedans, the extinguisher may be mounted securely in a rear compartment if there is no space for mounting it in the interior of the vehicle. A pressure gauge shall be mounted on the extinguisher so as to be easily read without moving the extinguisher from its mounted position. The operating mechanism shall be sealed with a type of seal which will not interfere with the use of the fire extinguisher. As of July 1, 1987, any new fire extinguisher purchases must also meet this requirement.
3. Drivers will possess appropriate licenses and current training. Drivers must be 21 years old and have three years experience.
4. Vehicles will be operated within manufacturer's safe operating standards at all time.
5. Prior to engaging the vehicle, the following routine should be followed:
  - a. Check for clearance before backing.
  - b. Adjust mirrors and other safety devices.
  - c. Pre-operating: Visual inspection of the vehicle by the driver.
6. Driving under the influence of alcohol, drugs, or medicine is prohibited.
7. Driver and passengers will wear seat belts at all times with only one passenger per seat belt, where applicable. (For children, See "Vehicles Transporting Children")
8. Passengers will be seated while vehicle is in motion.
9. Passenger occupancy for adults will not exceed vehicle manufacturer's approved seating capacity.
10. Vehicle will be parked or stopped so that passengers will not have to cross streets.
11. Passengers unable to care for themselves will not be left unattended in the vehicle.

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PROCEDURE continued

12. Do not fuel a vehicle until the engine has been stopped, and the emergency brake applied.
13. Passengers will not be on board vehicle while refueling.
14. Motor will be turned off, key removed, and emergency brake set when driver leaves vehicle.
15. When parked in direct sunlight, leave a small space for air seepage at the top of one or more windows to prevent glass explosion from overheated air in the vehicle interior.
16. Vehicle interior and exterior will be free of hazardous debris or unsecured items.
17. Interior vehicle equipment will be secured at all times.
18. Name of an emergency contact person/phone number, drug reactions, unique needs and current medication of passengers will be on the vehicle, where applicable.
19. Vehicles Transporting Mobility Impaired Consumers  
-Additional polices for these consumers are:
  - Safe physical arrangements will be available for transportation of passengers in wheelchairs.
  - Vehicles will be accessible.
20. Vehicles Transporting Children  
-Additional polices for these consumers are:
  - An approved infant or child care seat or other specially adapted seating appropriate to age and size of child must be utilized for transporting children effective January 1, 1983 (although this DHR requirement became effective January 1, 1983 for transporting all children regardless of age, refer to Senate Bill 59 - Act 541 for specific information on Safety Restraint requirements for children under four (4) years of age).
  - A vehicle may provide seating capacity for children which is 20% above manufacturer's recommendations for adults if the vehicle has an approved child or infant car seat or other specially adapted seating for each child.
  - The agency shall assume responsibility for children transported from time and place of pick-up until delivered to parents or responsible person designated by parents.
  - Children (zero through 12 years old) must not be left at home if no one is available to receive them. Exception to this requirement can only be granted upon parental/guardian request. Such request must be documented in the consumer record.
  - It is suggested that, unless accompanied by parents or guardians, children should not be required to travel more than 45 minutes on each trip between home and agency site (a 5-mile radius from center is desirable).
  - Passenger windows will not be opened more than 50%.
21. Vehicles must display a NO SMOKING/NO TOBACCO USE, EATING OR DRINKING sign; and ALL PASSENGERS MUST USE SEATBELTS sign.
22. Must have two way communication devices at all times.

Reference:  
Motor Vehicle Management Manual Chapter III

Standard First Aid Kit must include at a minimum the following items:

1. Three sizes of adhesive bandages;
2. Antiseptic cleansing wipes;
3. Dressing pads;
4. Oval eye pad;
5. Conforming gauze bandage;
6. Triangular bandage;
7. Triple antibiotic;
8. Sanitizing hand wipes;
9. Cold pack;
10. Cotton-tip applicator;
11. Latex gloves;
12. Scissors and tweezers;
13. Sterile eyewash;
14. Insect sting relief pads or cream.

Spill Kit or Biohazard Kit must include but not limited to the following:

1. A spill absorbent;
2. 2 pair of latex gloves;
3. 1 face mask with eye shield;
4. 1 scraper card;
5. 1 hazardous waste disposal bag;
6. Scrub brush;
7. 2 bio-hands cleaners;
8. 1 packet solidifier solution;
9. 3 paper towels.

Also, each vehicle shall have the following:

1. 3 portable triangular reflectors;
2. Information package containing insurance ID, accident procedure forms, and vehicle log;
3. 2-way communications capacity;
4. 2 seat belt extensions;
5. Seat belt cutter.