**[*insert AFC name*] Driving Accidents and Emergencies Policy**

**Effective Date:** [*insert date here*]

**Purpose:** This policy outlines procedures to be followed in the event of a driving accident or emergency while transporting persons-served. The safety and well-being of persons-served are of the highest priority and this policy addresses appropriate responses to driving accidents and emergencies.

**Scope:** This policy applies to all staff members at [*insert AFC name here*] involved in transporting persons-served.

**Policy:**

1. **Preventive Measures:**
	1. All drivers must possess a valid driver's license and adhere to all traffic laws and regulations. Only staff members of [*insert AFC name here*] are permitted to transport persons-served.
	2. Vehicles used for transport must undergo regular maintenance and inspection to ensure their roadworthiness.
	3. All passengers must be securely restrained utilizing appropriate equipment. Ex: seatbelts, wheelchair restraints/tie downs.
	4. Mobile devices are not to be in use while operating a vehicle.
	5. An emergency bag with emergency signal devices and first aid kit should be accessible in the vehicle while in transport.
2. **Reporting Procedures:**
	1. If an incident occurs while driving persons-served, get the vehicle in a parked position in a safe location, if possible.
	2. Stay calm and be aware of the surroundings.
	3. Call 9-1-1 for assistance.
	4. Once the vehicle is safely parked, and if the staff member is able, talk to each person in the vehicle to assess their well-being. Do not leave persons-served unattended in the vehicle.
	5. Locate the emergency bag and utilize the emergency signal devices and first aid kit if necessary.
	6. If medical attention is required, staff members accompanying the persons-served should provide assistance to the best of their ability until emergency services arrive.
	7. Follow directions from emergency personnel to ensure safety of all.
	8. A staff member should inform their supervisor or the appropriate authority within the facility as soon as possible of the incident.
	9. The Supervisor or appropriate authority within the facility will notify the guardians of the incident and inform them of any actions taken that impact their ward.
	10. The Supervisor or appropriate authority within the facility will notify the contracted CMH authority verbally of the incident.
	11. Have insurance and registration available if requested from law enforcement.
	12. If the vehicle is rendered inoperable, arrangements should be made to transfer persons-served to another vehicle as quickly and safely as possible.
3. **Closure:**
	1. Following the incident, staff members involved may be required to undergo debriefing sessions to determine the cause and preventability of the accident or emergency.
	2. Ensure all incident reports have been completed and filed as appropriate. Obtain a copy of a police report if completed.
	3. Follow up with auto insurance provider.
	4. Any necessary repairs or maintenance to the vehicle should be promptly addressed before it is returned to service.
	5. Persons-served involved in the incident may request to undergo debriefing sessions or counseling to address any emotional or psychological impact.
4. **Compliance:**
	1. All staff members at [*insert AFC name here*] are expected to adhere to this policy and comply with its provisions at all times.
5. **Statement:**

I acknowledge that I have read and understood the driving accidents and emergencies policy for transporting clients. By signing below, I agree to adhere to the procedures outlined in this policy and understand the importance of ensuring the safety and well-being of persons-served during transportation.

**Print Name: Signature:** **Date:**

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