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**Connections**

**Transportation**

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# Distracted Driving

- Distracted Driving: any activity that could divert a person's attention away from the primary task of driving. All distractions that endanger the driver, passenger and bystander safety.
  - Texting
  - Talking to Passengers
  - Using GPS's
  - Use of Cell Phone
  - Grooming
  - Watching Videos
  - Eating or Drinking
  - Reading (maps)
  - Adjusting radios, etc.
- Three main types of distractions:
  - Manual: hands off steering wheel
  - Visual: eyes off the road
  - Cognitive: mind off the road

Using the cell phone is the same as driving with a BAC of 0.08.

ANY traffic violations where you are written a ticket, must be reported to your supervisor immediately. If it is after business hours, report it the next business day.



# MVR checks periodically

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One or more serious traffic convictions in the pasts (5) years such as the following examples but not limited to:

- **Failure to stop/report an accident and leaving the scene of an accident as defined by state laws**
- **Conviction for homicide, manslaughter, or assault arising out of the use of a vehicle**
- **Suspension, revocation, or administrative restriction of driver's license within the last five years**
- **Conviction for reckless or careless driving**
- **Racing**
- **Passing a stopped school bus**
- **Possession of a controlled substance**
- **Making a false accident report**
- **Three or more "company vehicle" physical damage claims in any twelve month period**
- **Speeding (More than 15 MPH over posted speed limit)**
- **Conviction for attempting to elude a police officer**
- **Distracted driving**
- **Driving during suspension**

# Cell Phone Policy

- There will be NO CELL PHONE USAGE while driving a Connections vehicle, transporting participants, or driving during your working hours at Connections.
  - Cell phones must be turned down and put away while driving.
    - This includes at stop signs, stoplights, trains, etc.
  - Cell phones may only be used when the vehicle is parked.
- There is **ZERO TOLERANCE** for using your cell phone for any reason while driving. Noncompliance may result in immediate termination and or suspension and loss of driving privileges for work purposes.



# Vehicle Reminders

- Make sure the heater/air conditioning switch is turned to **OFF** before turning off the vehicle.
- Brush and scrape all snow/ice off the entire vehicle, windshield, vents and wipers
  - Vents are under the wiper blades below the dash
  - Do not turn on the wiper blades until you have scraped the ice from the windshield and made sure they are not stuck to the windshield
- Everyone in the vehicle must always be wearing a seatbelt
- **No eating or drinking**
  - Water or coffee can be transported in sealed containers only.
- No smoking in or around vehicles
- No drugs or alcohol
- All animals must be in a carrier and placed on the floor (this would only be for Vet appointments or grooming, of SILS or AFC participants)



# Additional Supplies

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- First Aid Kits
- Winter Survival Kits
- Fire Extinguishers
- Snow & Ice Scraper
- Salt
- 4 cars have seatbelt extenders (talk to your supervisor if needed)
- All of these can be found in the trunk of the cars and the back of the vans
- The accessible vehicles also have bodily fluid kits and triangles for roadside emergencies



# Accident Protocol

1. Secure the Vehicle
  - Turn on hazard warning lights
  - Set brake
  - Turn off engine
2. Assess and Assure
  - Are there any injuries???
  - Tend to passengers, staying as calm as possible
3. For an EMERGENCY with possible injuries or undriveable vehicle. CALL 911
  - Use CPR/ First Aid per your training (Check – Call – Care)
4. For NON-EMERGENCIES – Call Police and your Supervisor or Director of Operations or the front desk.
  - Cell phone in glove box with 911 capabilities only
  - Don't argue with others or admit fault
  - Insurance and registration card are in the glove box
  - Camera is in the glove box to take pictures if it is safe and possible, or use your cell phone.
  - Do not leave 24 hour participants unattended.



# Accident Protocol

Police non-emergency #s:		
<b>Moorhead:</b> 218.299.5120	<b>Fargo:</b> 701.235.4493	
Office/ On-Call/ Transportation Coordinator's phone numbers		
<b>WF Office:</b> 701.532.1145	<b>Director of Operations:</b> 701-532-1145 Ext. 31, Cell: 701.789.9948	

Following the accident:

1. Return the police report to the Director of Operations **ASAP - within 24 hours** or if the accident takes place after hours, the next business day
2. Fill out a GER (General Event Report) report for any participant who was involved **ASAP- This must be within 24 hours** or if the accident takes place after hours, **immediately** the next business day
3. You must fill out an Employee Incident Report form and give to the Director of Operations and do a Worker's Comp form with the Director of Operations **ASAP. This must be within 24 hours** or if the accident takes place after hours, **immediately** the next business day





# Accident Form




Date	
Time AM/PM	
Location	
Conditions	

Drivers Vehicle	Other Vehicle	Witnesses
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Make, Model & Vehicle #		Make & Model		Name:
License Plate/State		License Plate/State		Age:
Name		Name		Address:
Address		Address		City/State/Zip:
Driver License #		City/State Zip		Phone #:
Phone #		Phone #		
Injuries		Driver License #		
		Insurance Company Name		
		Insurance Co Phone #		
		Insurance Co Address		
		Injuries		

Draw a diagram of the accident

1. Your vehicle
2. Other vehicle
3. Use arrows for direction traveled

4. Draw traffic signals or signs   

and pedestrians. 

# Emergency Procedures

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- Seatbelt Cutter
- Tornado
- Vehicle/Bus Fire
- Overland flooding





# Seatbelt Cutter

- Find the seatbelt cutter in the vehicle. It should be under the visor or in the console up front.
- It is for use in an emergency to cut the seatbelts to get the passengers out.
- If there is an accident and the seatbelt will not release, cut the person loose.
  1. Firmly grasp the webbing of the belt and pull it far enough away from the passenger so there is no chance of cutting the person.
  2. Draw the seatbelt cutter across the webbing material away from the passenger.



# Tornado



- If there are weather warnings, listen to your local weather station and contact your supervisor by phone before heading out.
- If you are caught in a vehicle:
  - Seek Shelter – find well constructed building - basement, interior rooms, bathroom, away from windows and doors
  - If shelter is NOT available
    - Look for ditch/low lying area (without water)
    - Stop vehicle downwind from selected location
    - Get in protective position with hands over head
- Never attempt to outrun a tornado  
Your car can blow off the road, get picked up and hurled or tumble over and over
- Never go under an overpass to seek shelter  
Winds are stronger under a bridge because of wind tunnel effect  
Debris flying under the underpass be deadly  
Head for ditch or low-lying area



# Vehicle Fires

- If vehicle is moving → signal and move to the right side of the road
- Shut off engine
- DO NOT PANIC – Stay Calm
  - Remaining calm will allow you to control the situation and reduce panic in others
- Get out of vehicle and to a safe location
- Warn oncoming traffic and onlookers
- Dial 911
- **Stay FAR away from the vehicle**
- **Never go back to open the hood**
- **Never try to put out the fire**

There is risk of explosion and toxic fumes emanating from the vehicle fires. Inhalation of toxic is the most common form of fire-related death. Opening the hood of a car is especially dangerous, as it allows a rapid and significant surge of air into the engine compartment, which may cause a rapid increase in fire intensity



# Overland Flooding

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- NEVER ATTEMPT TO DRIVE THROUGH FLOOD WATERS
- If the depth of the water is unknown or water seems to be flowing across a road, it could be washed out!
- Never drive over a bridge or in an underpass that has water flowing over it.
- SEEK HIGHER GROUND IMMEDIATELY!



# Connections vehicle usage

- Reimburse DSP's for mileage when using their own vehicle
- If an agency vehicle is available, DSP's will not be reimbursed if they use their own vehicle
- Reimbursement is 62 cents on the mile
- Complete staff mileage form for previous month and turn into PC by the 3<sup>rd</sup> of the current month for it to show on the next paycheck.
- Not all sites have an agency vehicle
- In the event of an accident in a personal vehicle during work-related travel, the liability and insurance deductible lie solely on the driver of the vehicle.