



# Connections Transportation Guidelines and Training

# 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.

Examples include:

- Texting
- Use of Cell Phone
- Eating or Drinking
- Talking to Passengers
- Grooming
- Reading Maps/Typing in GPS
- Adjusting radios, etc.

## The three main types of distractions:

1. Manual: hands off steering wheel
2. Visual: eyes off the road
3. Cognitive: mind off the road

Research indicates that the cognitive and attentional impairments from talking on a cell phone while driving are comparable to driving with a blood-alcohol concentration (BAC) of 0.08%

**ALL traffic violations in which you are written a ticket, must be reported to your supervisor immediately, regardless if it occurs in the agency vehicle, your personal vehicle, while on the clock, or when you are not working. If it is after business hours, report it the next business day.**

# Motor Vehicle Reporting (MVR)

- MVR checked upon hire, annually, and periodically.
- MVR checks which reveal one or more serious traffic convictions in the past (5) years may disqualify employee from driving on behalf of the company and/or could result in termination of employment. Examples include but are 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
  - Driving under the influence (DUI/DWI)

# Cell Phone Policy

- Connections has a **zero tolerance** policy for cell phone use under any circumstances while driving.
  - Cell phones must be turned down and put away while driving, including at stop signs, stoplights, trains, etc.
  - Cell phones may only be used when the vehicle is placed in park.
  - If using a cell phone for GPS, address must be typed while in park and the phone must be mounted while driving. The phone may not be touched unless in park.



# Telematics

- Agency vehicles are equipped with telematic hardware with tracking capabilities of:
  - Speeding
  - Hard Braking
  - Rapid Acceleration
  - Hard Cornering
  - Extended hours of service
  - Nighttime Driving
  - Safety Belt Use
- If telematics data tracking indicators notify of any of the above, employee may receive a written or verbal reprimand, receive disciplinary action, and/or have employment terminated.



# Vehicle Reminders

- Make sure the heater/air conditioning switch is turned to **OFF** before turning off the vehicle
- When the temperature outside is below 45 degrees, let vehicle run for 5-10 minutes before driving
  - **NEVER** leave a vehicle unattended while running.
- Brush and scrape all snow/ice off the entire vehicle, windshield, vents, and wipers before driving
  - 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 is permitted**
  - Liquids to be transported in sealed containers only
- No smoking or vaping in or around vehicles
- Do not transport alcohol or drugs
- All animals must be in a carrier and placed on the floor
  - This would only apply to pets that receive prior approval for transport for participants in the SILS program



# Vehicle Supplies

- The following can be found in each agency vehicle:
  - First Aid Kit / Body Fluid Clean Up Kit
  - Winter Survival Kit
  - Snow & Ice Scraper
  - Seatbelt Extender (glove compartment)
  - Seatbelt Cutter (secured to the dashboard)
  - Fire Extinguisher (accessible vans only)

# Accident Protocol

## 1. Secure the Vehicle

- a. Turn on hazard warning lights
- b. Place in park
- c. Turn off engine

## 2. Assess and Assure

- a. Are there any injuries?
- b. Tend to passengers while staying as calm as possible

## 3. For an EMERGENCY with possible injuries/un-drivable vehicle: Call 911.

- a. Use CPR – Check. Call. Care.

## 4. For NON-EMERGENCIES: call Police, then supervisor.

## Following the accident:

1. Fill out the **accident form** in the vehicle binder and return to Director of Operations along with the Police Report **ASAP** - within 24 hours or if the accident takes place after hours, the next business day.
2. Fill out a **GER** (General Event Report) for any participants who were 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 Director of Operations **ASAP**. **This must be done within 24 hours** or if the accident takes place after hours, **immediately** the next business day.

## **Reminders:**

- Don't argue with others involved or admit fault.
- Insurance and registration cards are in the glove box.
- Gather information from other driver on Vehicle Accident Form (in binder). **Do not leave scene of accident without completing.**
- Use your cell phone to take pictures if it is safe and possible.

An illustration on the left side of the slide shows a grey and white tornado descending from the top left towards a red car. The car is on a green surface and has a large yellow and orange flame rising from its hood. The background is a light grey gradient with a blue and black diagonal line separating the illustration from the text area.

# Emergency Procedures

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

# Seatbelt Cutter Protocol

The seatbelt cutter is to be used if the seatbelt latch or release mechanism is damaged during a vehicle accident resulting in a passenger being trapped.

1. Locate the seatbelt cutter secured to the dashboard of the vehicle.
2. Firmly grasp the webbing of the belt and pull it far enough away from the passenger so there is no chance of injuring them.
3. Draw the seatbelt cutter across the webbing material away from the passenger until the seatbelt releases.



# Tornado Protocol

If there is a tornado warning, watch, or other severe weather alert, do not travel with a participant unless absolutely necessary. Approval from supervisor must be provided to travel during severe weather.

In the event of a tornado while driving:

- A. Seek shelter – find a well constructed building with a building, interior room, bathroom, or room away from windows and doors. Shelter in building until tornado has passed.
- B. If shelter is not available:
  1. Look for ditch/low lying area without water
  2. Stop vehicle downwind from selected location
  3. Get in protective position with hands over head
  4. Never attempt to outrun a tornado
  5. Never park under an overpass to seek shelter as winds are stronger under a bridge due to wind tunnel effect.



# Vehicle Fire Protocol

1. If a vehicle starts on fire while driving, use turn signal, move to the right side of the road, and place vehicle in park.
2. Shut off engine.
3. Do not panic – stay calm.
  - Remaining calm will allow you to control the situation and reduce panic in others.
4. Exit vehicle and move to a safe location.
5. Dial 911.



## Reminders:

- Stay far away from the vehicle.
- Never go back to open the hood.
- Never try to put out the fire.
  - There is a risk of explosion and toxic fumes emanating from vehicle fires. Inhalation of toxic fumes 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 Protocol

- Never attempt to drive through flood waters or large puddles.
- If the depth of water is unknown, or if the water seems to be flowing across the road, do not drive through it.
- Never drive over a bridge or through an underpass that has water flowing over it.
- If you notice flooding, seek higher ground immediately.



# Personal Vehicle Usage



**If an agency vehicle is not available, staff may be required to drive their own vehicle to transport a participant. Staff will be reimbursed 72.5 cents per mile.**

If an agency vehicle is available but a staff uses their own vehicle, mileage will not be reimbursed.



**Expense report must be completed and turned into supervisor by the 3<sup>rd</sup> of the current month to be reimbursed for the previous month.**



**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.**



Drive Safe!