



<b>Policy No:</b> SJD/YP/24	<b>Authorised by:</b> Davina Powell	<b>Review Date:</b> 20th October 2023
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<b>SAFE TRANSPORT</b>		

The purpose of this policy is to ensure the safety of young people as well as SJD staff during transportation and include the provisions for handling emergency situations.

When transportation is the responsibility of the home, staff will assist in transporting, handling, and transferring the young person according to their Care Plan, whilst taking any risk assessment into consideration.

- Upon employment, staff will be informed of the requirement for them to hold a valid driving license, appropriate insurance, and maintain a safe driving record. Staff may also be required to complete additional training on safe transportation procedures.
- The designated coordinator and/or designated manager will ensure the safety of vehicles, equipment, supplies, and materials owned or leased by the company and will maintain these in good condition. Standard practices for vehicle, equipment, supplies, and materials maintenance and inspection will be followed.
- Staff will transport young people using a home vehicle, if available. Otherwise, staff will attempt to use public or contracted transportation. If these options are unavailable, staff will use their own vehicle for transportation.
- For contracted transportation, the designated coordinator and/or a manager will ensure that all required documentation is completed and submitted before the first trip is scheduled. Staff will arrange ongoing use of contracted transportation or will assist the young person to arrange transportation for themselves.
- When dropping off a young person at a site which requires a change in staff, transporting staff will ensure that staff or another responsible party is present before leaving the person served unless otherwise specified in the person's Care Plan. Any relevant risk assessment must be handed over to the staff or other responsible parties.
- In accordance with legal requirements, anyone riding in a moving vehicle must wear seatbelts and/or child safety restraints.
- Staff are prohibited to compose, send, or receive any electronic message while driving any motor vehicle.
- An electronic message means a self-contained piece of digital communication that is designed or intended to be transmitted between physical devices. An electronic message includes; e-mail, a text message, an instant message, a command or request to access a World Wide Web page.

- Young people using wheelchairs will be transported according to their care plan and risk assessment together with the manufacturer's safety guidelines. This includes, but is not limited to, safe operation and regular maintenance of lift equipment, checks of straps to secure the wheelchair to the floor of the vehicle, and use of adaptive seating equipment (i.e. headrests, lap trays) when appropriate. Staff transporting young people and completing the "tie-downs" of wheelchairs will receive training on how to do so and will be required to demonstrate competency prior to transporting persons using wheelchairs.
- Staff will receive training on transferring or handling requirements for young people and/or equipment prior to transferring or transporting persons. All transfers and handling will be done in a manner that ensures their dignity and privacy. Any concerns regarding transportation, transfers, and handling will be promptly communicated to the Designated Coordinator and/or Designated Manager who will address these concerns. This will be done immediately if the health and safety of the young person is at risk.
- Staff will place equipment in a safe location in the vehicle such as the trunk of a car. If a vehicle does not have a designated storage space such as a trunk, staff will place the equipment in an area of the vehicle and secure it, so that there is limited to no shifting during transport.
- If there is an emergency while driving, staff **MUST** follow emergency response procedures to ensure the safety of the young person and themselves. This will include pulling the vehicle over and stopping in a safe area as quickly and as safely as possible. Staff will use a mobile phone or any available community resource to contact "999" for help if needed. If a medical emergency were to occur, staff will call "999" and follow first aid and/or CPR protocols according to their training.
- While transporting more than one young person and person to person physical aggression occurs, staff will pull over and stop the vehicle in a safe area as quickly and as safely as possible in order to deal with the situation. If necessary they will attempt to contact another member of staff, the Designated Coordinator and/or Designated Manager, or "999" for assistance.