

TRANSPORTATION

POLICY

Metro Support Services, Inc. (MSS) will ensure that all persons driving individuals in their personal vehicles have a valid Colorado Drivers' License, current Motor Vehicle Insurance, a Vehicle Safety Report and Motor Vehicle Report on file in the MSS office. **Any employee or contractor of Metro Support Services will provide the following information if providing transportation to persons receiving services:**

- 1. Valid Colorado Drivers' Licence---on file for any Host Home Provider and/or person in the home who transports individuals in the home.**
- 2. Motor Vehicle Report---secured by MSS every 18 months will be reviewed and a determination of continuation of ability to transport will be made on a case by case basis. If any individual, at the time of review, has eight (8) or more violation points, they will be required to submit quarterly Motor Vehicle Reports. If additional points are accrued, the individual will meet with the Agency Director to review the points and violations. This could jeopardize their ability to transport individuals in services and therefore result in the termination of their contractual agreement with Metro Support Services. Any individual Host Home Provider with 12 or more points on their record will be unable to continue to provide Host Home services to any person placed in their home through Metro Support Services.**
- 3. Proof of automobile insurance---must be current and on file for any person providing transportation to individuals in the home.**

Vehicle Information

Vehicle safety inspections must be completed annually. They must be performed by a licensed mechanic and submitted to Metro Support Services. These checklists will be kept in the Host Home Provider record. When a Host Home Provider acquires a new vehicle that will be used for transportation purposes, it is the Host Home Provider's responsibility to submit the safety checklist within 30 days. A copy of the safety checklist has been provided to each Metro Support Services Host Home Provider.

Special Safety Equipment

If the individuals who will ride in the vehicle have special needs that require special equipment, it should be checked and there must be instructions on the operation of this equipment located in the vehicle. If the individual uses a wheelchair, but is transported into a seat and the wheelchair

is folded up and transported, the wheelchair must be stored or strapped down so it cannot fly around in an emergency stop or accident. A bungee or two can be used to secure it.

Individuals who are oxygen must have proper storage for their oxygen tanks while being transported. They need to be in a cart, rack, or strapped down so they cannot fly around. Spare tanks must also be strapped down.

Emergency Equipment

A cellular phone, first-aid kit and fire extinguisher are recommended but not required. If this equipment is available, it must work properly. Written instructions for collisions, road emergencies and emergency life-saving-steps have been provided by Metro Support Services and should be stored in the vehicle.