|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| GUIDELINES FOR OUTINGS – UTILIZING FACILITY VEHICLES | | | | NO. 189 | |
| When a facility vehicle is used to transport residents on an outing, the following will be expected of staff:  1. The Transdisciplinary staff shall be responsible for reserving the van and acquiring supplies necessary for outing functions.  2. The Transdisciplinary staff shall assume the responsibility of van driver. Staff members driving the van must have successfully completed the Van Driver's training course (including Transportation guidelines) and shall be responsible for the following:  a) Ensuring that the following items (at a minimum) are available in the van prior to departing for the outing.  -flashlight  -reflectors  -first aid kit  -cell phone  -insurance card  b) Determining the best route to reach the outing destination.  c) Ensuring there is enough gasoline to make a round trip or that gasoline can be purchased enroute.  3. The van is not to be overloaded.  4. Van drivers are required to use tie-downs provided in vans to ensure the safety of the users.  5. Van drivers are required to ensure residents are wearing a safety belt. | | | | | |
| Approved: | Effective  Date:  3/86 | Revision  Date:  1/95; 6/05; 3/17 | Change No.: | | Page:  1 of 1 |