

HOUSE OF NEW HOPE

"A new beginning and a brighter future"

TRANSPORTATION MANUAL



Updated August 2019

Keeping kids safe!

Welcome New Employee!

On behalf of your colleagues, I welcome you to House of New Hope and wish you every success here. We believe that each employee contributes directly to HONH's growth and success and we hope you will take pride in being a member of our team.

This manual was developed to outline the procedures and responsibilities of our transportation staff.

As a transporter you have the great responsibility of keeping our children safe while getting them to and from necessary appointments.

We hope that your experience here will be challenging, enjoyable and rewarding. Again, welcome!

Sincerely,

KATHY HOLBROOK

KATHY HOLBROOK
Transportation

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THE AGENCY

Celebrating over two decades of ministering to the emotional, physical and spiritual needs of Ohio's citizens...young and old...through the provision of compassionate therapeutic services to ensure a brighter future.

House of New Hope is a statewide Christian 501(c)3 not-for-profit charitable agency that provides a flexible range of contemporary intensive case management services, specialized and evidence-based trauma-informed community-integrated treatments for Ohio's at-risk foster children and youth, and intellectually and developmentally disabled adults and youth who need specialized support to lead successful, meaningful lives.

As a provider of foster caring services, community mental health services, developmental disability waiver services, and adoption services, we are nationally accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF); licensed by the Ohio Department of Job and Family Services; and certified by the Ohio Department of Developmental Disabilities and the Ohio Department of Mental Health and Addiction Services.

**DEPARTMENTAL
MISSION
STATEMENT AND PERFORMANCE
INDICATORS**

Mission:

“THE MISSION OF THE TRANSPORTATION TEAM IS TO PROVIDE TIMELY, EFFICIENT RELIABLE AND SAFE TRANSPORTATION TO MEET THE TRANSPORTATION NEEDS OF THOSE SERVED BY HOUSE OF NEW HOPE”

Strategy A:”.....transport identified foster children....”

1. Review, assign and coordinate transportation request.

Performance Outcomes of A:

- 90% of the transporters will receive consumer evaluation scores of 3 or greater.
- 95% of all transporters will pick-up and return children at the agreed upon time.
- 100% of transporters will be certified in CPR/First Aid, Crisis De-Escalation, and Culture Issues in Placement before transporting a child alone.
- 100% of transporters will be trained in defensive driving and child safety seats upon hire.

Strategy B:”.....each vehicle is in proper working condition.”

1. Schedule regular maintenance on all fleet vehicles
2. Schedule yearly State of Ohio Highway Safety Inspection performed by the Ohio State Highway patrol.

Performance Outcome of B:

- 100% of fleet vehicles will receive scheduled maintenance within 100 miles of due date.
- 100% of vehicles will pass a yearly State of Ohio Highway Safety Inspection performed by the Ohio State Highway Patrol.

PUBLIC RELATIONS

A House of New Hope Transporter is in the unique position of being directly involved with the children we service, the agency's foster parents, public children service agency workers, families and the public. As a result, our agency's reputation can be affected by your attitude and behavior.

While on the job, you have a responsibility to present yourself in a professional manner. Since the children and families we serve are often under a great deal of stress, your ability to be understanding, cooperative, patient and friendly will go along way toward strengthening relationships and promoting House of New Hope.

Your number one priority is the safety and well-being of the children we serve. We believe that along with good judgment and adherence to agency policies and procedures (see Employee Handbook), your approach to the public will make a difference.

WHAT IS A FOSTER CHILD?

Each day, more than half million children in the U.S. will spend the night in foster care. In Ohio, alone over 19,000 children are placed in foster care.

These children are of all ages, races and cultures. The vast majority of these children was removed from their homes due to abuse and neglect, have been victims of domestic violence, and have been affected by alcohol or drug abuse in their homes.

As the biological families are working on healing or the court is deciding on the fitness of the parents to retain custody, their children need a safe and caring home.

House of New Hope recruits and licenses foster parents that are interested in providing safe and nurturing homes for these children until they are able to return to their homes or become adopted. The children served by House of New Hope frequently suffer from a wide range of mental, emotional and behavioral problems that are direct result of their abuse, neglect or abandonment.

- 80% have been victimized by substance abuse and/or domestic violence.
- 40% to 70% have been victims of physical and/or sexual abuse.
- 15% come from families with severe mental illness.
- 20% are on mood altering medication.

By being a transporter, you become part of the solution.

WHAT IS A TRANSPORTER AND THEIR RESPONSIBILITIES?

Definition:

A "Transporter" is a House of New Hope employee that drives a foster child to a scheduled appointment or family visitation and, in most cases, returns them to their foster home safely.

Driver Criteria & Administration

1. Transporters must have a valid and current Driver's License to operate a company vehicle, or a personal vehicle with current auto insurance while on company business.
2. Transporter will be able to safely handle children who have emotional and behavioral problems; and know how to handle crises should they occur.
3. Each vehicle is fully insured. In addition, each vehicle has a first aid kit, information packet, and other important material that will benefit you as a transporter.
4. Each transporter will use the time clock when requisitioning and returning. Each transporter will carry an itinerary for each client being driven. An Ohio Driver's License and HONH ID must accompany the transporter at all times.
5. Transporters will be equipped with an Incident Report Form or Accident Report Form in the event of an unusual incident, crisis or accident. A Visitation Activity Form will need to be complete with every transport.
6. Transporters are expected to drive in a safe and responsible manner and to maintain a good driving record. The Fleet Safety Committee is responsible for reviewing records, including accidents, moving violations, etc., to determine if and employee's driving record indicates a pattern of unsafe or irresponsible driving, and to make a recommendation to Executive Management for suspension or revocation of driving privileges.

7. Transporters must have a safe driving record. Criteria that may indicate an unacceptable record includes, but is not limited to:
- Three or more violations in a year.
 - Three or more chargeable accidents within a year with the driver being the primary cause.
 - Any combination of accidents and/or moving violations.
 - The loss of insurability by the carrier that maintain the agency's automobile insurance.

Driver Guidelines and Reporting Requirements

1. Company vehicles are to be driven by authorized employees only, except in case of repair testing by a mechanic.
2. Any transporter who has a driver's license revoked or suspended shall immediately notify the Director of Transportation, and **immediately discontinue operation of the company vehicle.** Failure to do so may result in disciplinary action, including termination of employment.
3. All accidents in company vehicles, regardless of severity, must be reported to the police and to the Director of Transportation. Accidents are to be reported immediately. Accidents in personal vehicles while on company business must follow the same protocol. Accidents involving the employee's personal injury must be reported to Human Resources for Worker's Compensation purposes. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, up to and including termination of employment.
4. Transporters must report all ticket violations received during the operation of a company vehicle, or while driving a personal vehicle on company business, within 48 hours to the Director of Transportation.
5. Motor Vehicle Records will be obtained on all transporters prior to employment and no less than every twelve months. A driving record that fails to meet the criteria stated in this manual, or is considered to be in violation of the intent of this manual by the Fleet Safety Committee, will result in a loss of the privilege of driving a company vehicle.

Company business is defined as driving at the direction, or for the benefit, of employer. It does not include normal commuting to and from work.

General Rules and Regulations for the Use of Company Vehicles

1. A transporter to whom a vehicle is assigned shall be fully responsible for the interior clean up of all trash.
2. The vehicle color, factory options and equipment are standardized and shall not be altered, except as authorized by company.
3. It is the responsibility of the assigned driver to inform the Director of Transportation of any vehicle maintenance needs or safety problems.
4. Transporter shall drive vehicles with reasonable prudence to conserve fuel and sustain them at the highest operating efficiency.
5. No transporter assigned a vehicle will be allowed in anyway the use of a company vehicle and/or fuel credit card for their personal use or gain.
6. Assigned company fuel credit cards are to be used for gas only, unless otherwise authorized by the Director of Transportation. Other usage that could be authorized is any product that the assigned vehicle is in need of. Receipts for other usage must contain the following information before signing the receipt: the reason for the usage, name of the product, reason for the product and the make of the vehicle.
7. Fuel receipts must contain the following information before signing the receipt: the odometer mileage at the time the vehicle is refueled, the vehicle number, and employee signature. Employees are to use the self service fuel island and to use regular unleaded gas only, unless specified.
8. Company vehicles must not be taken out of the State of Ohio without prior approval of the Executive Management Team.
9. An updated copy of the employee's driver's license must be kept on file in the personnel file at all times.
10. Copies of the vehicle registration and a copy of the insurance card must be kept in the vehicle at all times.
11. Smoking is prohibited in agency vehicles or in the presences of a foster child.

12. When available, vehicles are to be used in place of a personal vehicle for long distance business trips.
13. Vehicles are to be full of gas when returned.
14. Each transporter must read and review each itinerary for information such as date, time, address, birth date, medication, caseworker, and car seat.
15. Transporters must ensure that the child will get to his/her visit by the scheduled time.
16. Foster Parents are to be called by the Director of Transportation or Transporter two days before the run to verify the time and location of each pickup. If a child is being picked up at school or another location this should be clarified at that time. Foster Parents must send a written note to the school with the foster child.
17. Transporter must carry ID, fuel credit cards, cell phones during all transportation activities.
18. Each transporter will drive the foster child to and from their visitation or appointment and return each child to their foster home safely unless other arrangements are made with the foster parent and caseworker in advance.
19. Transporters must clock in and out on each transport.
20. Transporters will not take their own children or anybody else's children on a transport unless prior approval has been given.
21. Transporters will not discuss the child's case plan or make any disparaging comments with or about our children.
22. Transporters could transport up to 5 children without another transporter depending on the nature of the children and situation.

23. Transporters must feed each child during a transport if the child is going to be away from their foster home more than 4 hours. Different circumstances or other plans such as the biological parent feeding the child or the child coming back from an overnight would be accepted. Food certificates will be provided.
24. Transporters may dress casual, no jeans that are excessively torn, no sweat pants, no short shorts, no spandex or other form fitting pants, no tank tops or T-shirts or sweatshirts with offensive message or images.
25. Transporters are casual drivers primarily but can be asked to do a run 24 hours a day.
26. Transporters must remain with children at all times. They are not to leave a child alone under any circumstances, unless at a visit.
27. Transporters will not transport any animal unless prior approval has been given. All animals **must** be kept in a carrying cage at all times.
28. Transporters must escort children safely through parking lots and wait to ensure a responsible adult has received the child.
29. Director of Transportation should be immediately notified if a gas card, keys, food coupons or receipts are lost or stolen.
30. Return keys to the transportation office as soon as your run for the day is completed in case the vehicle is needed by another driver.
31. The non-driving transporter will sit in the rear seat with the children.
32. If visitation changes are made during a visit, please notify the Director of Transportation immediately.
33. After dropping a foster child off at the designated area please make sure his/her belonging are with the child such as prescription medicine, clothing, etc. If belongings are left in the vehicle by mistake, please let the Director of Transportation know as soon as possible. If the prescription medicine was not dropped off with the child and the transporter knew about it and failed to report to the Director of Transportation could lead to disciplinary action up to and including termination.

34. Do not use a 12 passenger van for 5 or less children unless prior approval is given. Always use a car when appropriate and think wisely when signing out a vehicle.
35. Always call foster parents a ½ hour early before dropping and picking up a child at a designated area.
36. When picking up a child from placement make sure that you receive the ICCA from the county and give to Foster Parent.
37. If a transporter is going to be off work due to illness or injury please notify the Director of Transportation as soon as possible. Transporters absent from work for three or more days due to injury or illness may be required to provide a release to return to work from their physician.
38. Transporters may not operate an agency vehicle if under the influence of any medication (prescribed or over-the-counter) that warns of drowsiness, the operation of heavy machinery or driving. If a transporter is impaired because of taking medication, he or she is expected to discuss the situation with his or her supervisor before commencing work that day.
39. Transporters may be told that a foster child has a fever or has head lice or is throwing up. The Director of Transportation will make the final decision if the child is to have a visit. Make-up visits are scheduled with the caseworker.
40. No foster child is to talk to media under any circumstances. If media is involved please call Director of Transportation for instructions.

Defensive Driving Guidelines

1. Transporters are required to maintain a safe following distance at all times. Drivers should keep a two second interval between their vehicle and the vehicle immediately ahead. During slippery road conditions, the following distance should be increased to at least four seconds.
2. Transporters must yield the right of way at all traffic controls signals and signs requiring them to do so. Drivers should also be prepared to yield for safety's sake at any time. Pedestrians and bicycles in the roadway always have the right of way.
3. Transporters must honor posted speed limits. In adverse driving conditions, reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, lighting, and volume of traffic. Tires can hydroplane on wet pavement at speeds as low as 40 mph. Do not use cruise control when wet.
4. Transporters are to drive at the speed of traffic but never to exceed the posted speed limit.
5. Turn signals must be used to show where you are heading; while going into traffic and before every turn or lane change.
6. When passing or changing lanes, view the entire vehicle in your rear view mirror before pulling back into that lane.
7. Be alert of other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on a caution light. When the traffic light turns green, look both ways for oncoming traffic before proceeding.
8. When waiting to make left turns, keep your wheels facing straight ahead. If rear ended, you will not be pushed into the lane of oncoming traffic.
9. When stopping behind another vehicle, leave enough space so you can see the rear wheels of the car in front. This allows room to go around the vehicle if necessary, and may prevent you from being pushed into the car in front of you if you are rear-ended.

10. Avoid backing where possible, but when necessary, keep the distance traveled to a minimum and be particularly careful.
11. When parking a vehicle that requires backing in and/or parallel parking the non-driving transporter must direct the process from outside the vehicle.
12. Back to the transporters side. Do not back around a corner or into an area of no visibility.

Driver Safety Rules

1. The use of a company vehicle while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden.
2. No transporter shall operate a company vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
3. All transporter and passengers operating or riding in a company vehicle must wear seat belts, even if air bags are available. Depending upon age and/or weight, applicable passengers must be properly seated in a booster or car seat as prescribed by state law.
4. No un-authorized personnel are allowed to ride in company vehicles, including but not limited to members of the employee's family.
5. Transporters are responsible for the security of company vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.
6. Head lights shall be used 2 hour before sunset and until 2 hours after sunrise, or during inclement weather or at anytime when a distance of 500 feet ahead of the vehicle cannot be clearly seem.
7. Children age 12 and under should never ride in a front passenger seat. If a child, age 12 or under, is transported in a company vehicle, the child should ride buckled up in the rear seats.
8. No texting while driving. Ohio has a texting ban. This means No texting, e-mailing, talking on your cell phone, Bluetooth, Bluetooth speakers, on-star or similar devices, No computers, laptops or tablets, no playing video games, no using your GPS (unless it's a voice-operated or hands-free device)—Even when you are sitting at a light or stuck in traffic.
9. All state and local laws must be obeyed.

Failure to abide by these safety rules and responsibilities may lead to disciplinary action up to and including termination

MAPS AND DIRECTIONS

1. Transporters are provided an itinerary that gives locations, phone numbers, birth dates, names, medications, child's name, times, caseworkers name and the reason for the transport.
2. Transporters should call the Director of Transportation if you become lost or cannot find an address.
3. A copy of foster parent phone numbers, address's, employees of HONH and other vital information can be found in the transportation google drive. Please note that all personal information (ie address and phone numbers) are confidential and should not be handed out.

Accident Procedures

1. In an attempt to minimize the results of an accident, the driver must prevent further damages or injuries and obtain all pertinent information and report it accurately.
2. Call for medical aid if necessary
3. Call the police. All accidents, regardless of severity, must be reported to the police. If the driver cannot get to a phone, he should write a note giving location to a reliable appearing motorist and ask him/her to notify the police.
4. Record name and addresses of drivers, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene.
5. Obtain the following information from other drivers involved in the accident including: license number of other drivers; insurance company names and policy numbers of other vehicles; make, model, and year of other vehicle; date and time of accident; and overall road and weather conditions.
6. Do not discuss the accident with anyone at the scene except the police. Do not accept any responsibility for the accident. Don't argue with anyone.
7. Provide the other party with your name, address, driver's license number, and insurance information.
8. Immediately report the accident to the Director of Transportation. Provide a copy of the state, county or local accident report and ticket as soon as possible. A "HONH" accident report must be filled out in the transportation office as soon as possible.

EMERGENCIES

Medical

Please call 911 immediately and give your location. The dispatcher will send someone to your location.

Call the Director of Transportation as soon as possible and give information, such as sickness, location and name of hospital if known. The clinical department, county agency, foster parent and visitation center will be contacted.

Make sure you are in a safe place when pulling over.

An incident report form must be filled out within 24 hours.

Behavior

If there is extreme behavioral acting-out where a child is presenting as danger to self, others or property please call 911 immediately and give your location.

Call the Director of Transportation as soon as possible and give information, such as behavior problem and location. The Director of Transportation will make the decision if the child needs to make the trip. The clinical department, county agency, foster parent and visitation center will be contacted.

Make sure you are in a safe place when pulling over.

An incident report must be filled out in the transportation office within 24 hours.

Mechanical

If there is a mechanical breakdown please call the number on the back of your vehicle key chain card as soon as possible. Roadside assistant covers towing, flat tires, out of gas or locking keys in vehicle.

Please call the Director of Transportation for further instructions. If visit is not possible the Director of Transportation will notify the clinical department, county agency, and visitation center. You will need to make the Foster Parent aware of the citation and a time frame that you expect the child/children to be home.

Please make sure you are in a safe place. If you are not in a safe place please be alert of your surroundings.

TRAINING REQUIREMENTS

All Transporters are required to complete the following trainings:

Defensive Driving Video

It is the intent of this program to prepare individuals to transport foster children safely. This is not a basic driving course, but a program intended to raise the transporters awareness of issues that can arise as part of transporting children. This course also incorporates concepts of defensive driving techniques that are beneficial to all transporters. This course is one time only. If an employee accumulates 3 points on their driving record the program has to be taken over again.

Adult/Child/Infant CPR/First Aid

Transporters will be able to administer CPR, as appropriate, in life threatening situations as a Good Samaritan. Course learning objectives include being able to care for wounds or sudden illness, knowing signs and symptoms of communicable diseases, and being able to protect yourself from contamination. American Red Cross CPR classes are required annually. American Heart CPR is required every two years. First Aid classes are required every three years. Transporters must maintain a valid certificate.

Trauma Informed Transportation

Transporters will know their rights and responsibilities in situations involving physical violence. De-escalation techniques and being able to assess the lethality of a potentially violent situation will be taught. This training is required annually.

Culture and Ethnicity

Foster children present a unique mix of culture and ethnicity. You will learn to increase your comfort level with children of differ cultures, and, in the process learn to increase the children's comfort. This training is required annually.

Car Seat Safety

All children will be correctly fitted into a child restraint system according to Ohio State Law and ODJFS rule.

TYPES OF TRANSPORTATION

➡ Placement or Admission

When a child comes into foster care, a transporter will be called to where and when a child should be picked-up. The child will then be taken to a foster home.

➡ Emergency Respite

When a foster parent calls the agency to remove a child because the child has threatened to harm the foster parent or their self.

➡ Planned Respite

When a foster parent is planning to go on a vacation or for some other reason a planned respite is scheduled with the agency.

➡ Visitation

A foster child that visits a parent or family member. Visitations are ordered by the courts. Visits are set by the caseworker.

➡ Overnight

When a foster child goes to see a parent or family member which is ordered by the court. Usually during this time the child is getting ready to go home. The overnights are scheduled by the caseworker.

➡ Pick-up

Picking up a foster child from an overnight visit.

➡ Appointment

A time scheduled for doctors, courts, counseling, etc.

➡ Move

Permanently moving a child from one foster home to another because of various reasons.

➡ Delivery

A foster child's belongings being taken from one location to another under certain circumstances.

➡ Drop-off

Dropping off a foster child at a visitation center, doctor office, counseling center, or hospital and being picked-up by another driver the same day or overnight.

➡ Discharge

A foster child who leaves the system or goes to another foster care network.

AUTOMOBILE MAINTENANCE

It is the guideline of House of New Hope to ensure the safety of employees and consumers while in an automobile being used in the performance of business through a regular maintenance and repair protocol.

The following procedure is to be carried out and monitored by the Director of Transportation.

- 1) Required Pre-Trip Inspection
 - a. Observe shocks and springs by watching for leaning to one side
 - b. Look for fluid leaks
 - c. Check tires for wear and under inflation
 - d. Check light and turn signal
 - e. Inspect for exterior and interior body damage

- 2) Weekly Maintenance
 - a) Check oil level
 - b) Check tire pressure
 - c) Check transmission fluid level
 - d) Check power steering fluid level
 - e) Check wiper blades
 - f) Check coolant level

- 3) Every 6, 000 miles (Elantra) 7,500 miles (Caravan) 3,000 miles (company owned)
 - a) Oil and Lube
 - b) Check brakes
 - c) Check all fluids
 - d) Check tires
 - e) Check lights
 - f) Check battery cable
 - g) Check seat belts

CONTINUED

The following safety items are to be kept in each automobile and replenished with use:

- First Aid Kit
- Triangles
- Fire Extinguishers
- Instructions on Emergencies.

Transporters will maintain the following certifications/licenses:

- Valid Ohio Driver's License
- Trauma Informed Transportation
- First Aid Certification
- CPR Certification
- Annual Driving Record Check
- Cultural and Ethnicity

SEVERE WEATHER ALERT

Despite all possible precautions, severe weather is unpredictable and can happen at any time. The transporter must have knowledge of what to do, how to do it, and when to do it.

Tornado Disaster Plan

1. Try to pull the vehicle off the roadway from large trees, electrical lines, telephone poles, and buildings.
2. Evacuate vehicle. Make sure to take along the first-aid kit.
3. Move away from the side of the vehicle without crossing the road.
4. Try to find ditch, ravine, or embankment and use it for protection. Be aware of high or swift water.
5. When danger is over, check each foster child for any injury or shock, and administer first aid if needed.
6. Contact Director of Transportation for further instructions.

Winter Weather Disaster Plan

1. If visibility is bad and weather conditions persist please park vehicle in a safe location until help arrives.
2. If the vehicle becomes disabled in the snow make sure all children are warm and comfortable until help arrives.
3. Take foster children to the nearest home or business if temperatures drop.
4. When danger is over, check each foster child for frost bite and hypothermia and administer first aid if needed.
5. All visitations will be cancelled if there is a snow emergency level 2.
6. All transporters will not report to work if there is a snow emergency level 3.
7. Contact Director of Transportation for further instructions.

Flood Disaster Plan

1. If the streets starts to flood and conditions persist please move vehicle to higher ground.
2. Never drive thru high or swift waters. Water can rise quickly.
3. If caught in flood, evacuate vehicle immediately.
4. When danger is over, check each foster child for hypothermia and administer first aid if needed.
5. Contact Director of Transportation for further instructions.

IMPORTANT FORMS AND PROCEDURES

Transporters must be familiar with these forms. These forms must be used accordingly.

Critical Incident Report Form

A Critical Incident Report is documentation of the circumstances and actions surrounding events that may have posed a danger to the safety and well-being of a foster child or others as a result of a foster child's actions

Events involving law enforcement, the fire department, emergency medical intervention, limited physical restraint, harm to self or others, or criminal behavior must be documented in a Critical Incident Report.

Procedure:

- Immediately report incident to Director of Transportation at the time Incident happened.
- Fill out a "Critical Incident Form" when returning to the transportation office.
- All Critical Incident Forms have to be filled out within 24 hours of incident.

Employee Accident Report Form

An Accident Report is documentation of the circumstances and actions surrounding events that may have injured you.

Maintenance Request Form

A maintenance request form is documentation that there is a problem with a company vehicle and repairs are needed.

Procedure:

- Immediately report maintenance problem to the Director of Transportation as soon as you recognize there is a problem.
- Fill out a "Maintenance Request Form" when returning to the transportation office.

ICCA PROTOCOL

At Pick-Up

- If a HONH staff picks up the children, they will grab a manila envelope out of the transportation office.
- Whoever picks up the children (i.e. Transporters, Foster Parents) will secure the ICCAs. If they are not in the manila envelope from the Placing Agency, they will put them in HONH's envelope.
- Transporters will never sign ICCAs at pick-up.

At Drop Off to Foster Home:

- Transporters will leave the ICCA folder with the foster parent and remind the foster parents to have both sign the ICCAs
- Both Foster Parents will sign all copies of the ICCAs

Medical Transportation Form

A Medical Transportation Report is documentation that a foster child is taking prescription or non-prescription medicine. The Medical Transportation report is for the safety and well-being of the child in case of an emergency.

Procedure:

- Clinician will fill out form and return to the Director of Transportation.
- Director of Transportation will file form until scheduled transportation.
- "Medical Transportation Form" will be attached to Itinerary during transportation.

Visitation Activity Form

A Visitation Activity Form should be completed on every visit.

Procedure:

- To be completed in detail (no questions left un- answered).

Reimbursement Form

A reimbursement form is documentation that you bought a product pertaining to a transportation need.

Procedure:

- Prior approval has to be given by the Director of Transportation.
- Reimbursement Forms can be picked-up in the transportation office.
- Fill out a "Reimbursement Form" attaching a receipt.

CHILD SEAT SAFETY

Traffic collisions are the leading cause of death among children ages 5 to 14 and the results are staggering; more than 500 are killed and 95,000 are injured annually. Many of these deaths and injuries could have been prevented if the children were properly restrained in seat belts or child safety seats.

Things to remember when transporting children or using child safety/booster seats in a vehicle:

All children ages 12 and under should sit in the back seat properly restrained.

Never use pillows, books, or towels to boost the height of a child. They can slide around and increase the likelihood of injury.

Make sure everyone is buckled up correctly. Infants and very young children should be in child safety seats. Young children should be correctly buckled using a booster seat.

Read the instructions for the child safety or booster seat and your vehicle owner's manual before installing them.

After installing a child safety or booster seat, don't forget to test for a snug and secure fit. Properly fitting lap and shoulder belts reduce the risk for belt-induced injuries, which can occur when lap or lap/shoulder belts are a small child's only restraint. The child seat should not move more than one inch forward or sideway. Take winter coats off if a child has one on when in a car seat.

Infants up to 20 pounds and under 1 year of age should ride in a rear-facing child seat. Harness straps should be at or below the infant's shoulder.

Children in rear facing child seats should never be placed in the front seat of a vehicle. An air bag striking a rear-facing child seat can result in death or severe injury.

Children over the age of 1 and at least 20 pounds may ride forward facing. Harness straps should be positioned at or above the child's shoulders.

Children generally outgrow forward facing convertible child safety seats at about 40 pounds and 4 years of age.

Children between 40 pounds to 100 pounds and less than 4'9" tall should be in a booster seat.

HOUSE OF NEW HOPE

"A new beginning and a brighter future"

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