

POLICY AND PROCEDURE

REACH for Tomorrow

Community Integration Program

Transportation Safety Procedure

Procedure Number: CI-TRN-032

Effective Date: 03/01/2026

Review Date: 03/01/2027

Responsible Party: Director of Medical & Clinical Services

Purpose

The purpose of this procedure is to establish safety guidelines for transportation-related activities associated with Community Integration services. These procedures help ensure the safety of staff and individuals receiving services when transportation support or community travel training is part of service delivery.

Scope

This procedure applies to all staff who provide or support transportation activities as part of Community Integration services, including travel training, accompaniment to community resources, and coordination of transportation services.

Transportation Safety Principles

- Promote safety and responsible travel practices for staff and individuals receiving services.
- Encourage independence through transportation skill development when appropriate.
- Ensure compliance with organizational policies and applicable traffic safety laws.
- Use the least restrictive and most recovery-oriented approach to transportation support.

Transportation Support Activities

- Travel training for use of public transportation systems
- Teaching route planning and navigation skills
- Supporting access to transportation services such as buses, rideshare, or community transportation
- Accompanying individuals to essential appointments or community resources when clinically appropriate

Safety Procedures

1. Pre-Travel Planning

Staff should plan transportation activities in advance by reviewing the destination, route options, travel conditions, and potential safety concerns.

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2. Vehicle Safety

- Staff must follow all traffic laws and safe driving practices.
- Seat belts must be worn by all occupants.
- Staff should not transport individuals in personal vehicles unless permitted by agency policy.
- Avoid distractions such as mobile device use while driving.

3. Public Transportation Safety

- Review the planned route with the individual before travel.
- Encourage awareness of surroundings and safe waiting areas.
- Provide coaching on safe boarding and exiting procedures.
- Encourage individuals to carry necessary contact information in case assistance is needed.

4. Emergency Situations

If a safety concern or emergency arises during transportation, staff should prioritize safety by moving to a secure location and contacting emergency services when necessary.

Documentation Requirements

Transportation-related services must be documented in the electronic health record. Documentation should include the purpose of the transportation support, location of service delivery, interventions provided, and the individual's progress toward transportation independence.

Incident Reporting

Any transportation-related incidents or safety concerns must be reported according to the organization's incident reporting procedures.

Staff Training

Staff receive training on safe transportation practices, travel training techniques, community navigation, and emergency response procedures when transportation support is part of their service responsibilities.

References

CARF International. (2025). Behavioral Health Standards Manual – Community Integration Services.