

# NATCHAUG HOSPITAL POLICY AND PROCEDURE MANUAL

## *TITLE: VEHICLE SAFETY RULES*

*Policy#: 1.16*

*Section: Community Programs*

*Subsection: School Programs*

### **Purpose:**

Natchaug Hospital makes every effort to assure the safety and security of all patients, students, clients and colleagues while driving or riding in Natchaug vehicles and while in the care of Natchaug appointed drivers.

### **Scope:**

All Natchaug vehicles, drivers, colleagues designated to drive patients, students and clients.

### **Policy:**

All colleagues assigned to transportation will possess the proper licensure from the Department of Motor Vehicles.

In cases of emergency, appropriately licensed colleagues will transport the student to wherever necessary to obtain immediate care. If an appropriately licensed colleague is not available, emergency services will be called.

### **Procedure:**

All Natchaug drivers and other colleagues driving on behalf of Natchaug in Natchaug vehicles are to abide by the following rules:

1. No food or drink is to be consumed while in Natchaug vans or while vehicles are in motion.
2. Avoid any activities that distract from concentrating on driving such as reading maps or newspapers, grooming, attempting other chores like searching for or through a purse or bag, or excessive conversation.
3. There is no smoking in any hospital vehicle.
4. Perform all required safety checks and complete all required attending paperwork prior to initiation of trip.
5. Adjust all mirrors and seat positions prior to initiation of trip.
6. All drivers and passengers must wear seatbelts at all times.
7. Obey all traffic rules.
8. No passengers are allowed in any Natchaug vehicles except colleagues or students and/or patients (i.e. no family, hitch hikers, etc.).
9. Headlights must be clean and free from obstruction such as ice and/or snow.
10. Van signage must be in proper position given passenger status
11. Cell phones cannot be used while vehicle is in motion. If it is necessary to use the phone, driver must pull over in a safe area, stop the vehicle, and park.
12. Drivers may not operate vehicles while taking certain prescription meds and should always take non-drowsy over the counter formulations when available.

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13. Watch out for road rage. Keep your cool. Don't allow yourself to be aggravated by the actions of other drivers or traffic conditions you can't control and don't react to their actions. Keep yourself and your passengers safe.
14. No trash is to be left in any vehicle after use. Vans are to be checked to be sure all passengers have properly disembarked and van is left clean and tidy.

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Replaces:

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