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| <b>PROCEDURE: <i>Safety of Community Workers When Transporting Patients</i></b> | <b>NUMBER: 1.3</b> |
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1. Comply with “*Safety of Community Workers Protocol.*”
2. Often while working in the community, staff may encounter clients in desperate need of transportation. Although it is very tempting to help, be aware that, in addition to the inherent risk of driving, transporting patients adds additional risk. Therefore, before you offer to transport patients, be sure to ask yourself:
  - a. Is this a medical emergency? (if yes, call 911 or local emergency #)
  - b. Is this a function in my job description? **If not,**
  - c. Do I need to call my supervisor for authorization?
3. If this is part of your job or if you obtained authorization to transport patients be sure to:
  - a. Carry a valid driver license, car registration and insurance.
  - b. Make sure that you have enough gas.
  - c. Know your route assistance number.
  - d. Know and obey your state driving laws.
  - e. Know your rights and those of your patients.
  - f. Always use seatbelts and demand that your passengers use them.
  - g. Comply with car seat requirements.
  - h. Whenever possible, drive on main routes.
  - i. Carry an all-weather emergency kit, including food and water.
  - j. Always notify someone where you are going, with whom, and the expected time of arrival.
  - k. Carry a fully charged cell phone with pre-programmed emergency numbers.
  - l. If you are a driver, follow the protocols for “*Drivers.*”
  - m. In the event of an accident or if you encounter road blocks with physical or human barriers, follow the protocol “*Safety of Community Workers during Emergencies and Road Blocks.*”

Approval Date \_\_\_\_\_

Revision Date \_\_\_\_\_