**Safe Transportation Policy**

|  |  |
| --- | --- |
| **Safe Transportation Policy** | |
| **POLICY** | Safe transportation recommendations |
| **PURPOSE** | To ensure safety of outreach workers and the individuals we serve during transport. |
| **PROCEDURE** | 1. Ask individual if they have any weapons before entering the vehicle. 2. Ask if the individual if they can get in and out of the vehicle on their own. 3. All individuals’ belongings should go in the trunk of the car. 4. It is recommended outreach workers not transport without a partner 5. If you have any concern about the safety of you, your partner or individual engaged consult with the Outreach Coordinating Entity (OCE). If needed consult with your supervisor. 6. If someone poses a threat to himself or others, you need to call 911. 7. It is highly recommended you assess transport of someone under the influence of Drugs & Alcohol. If the person does need transport, police should be called to assist. 8. Agencies should share Agency Vehicle policies with the OCE. 9. If someone needs immediate medical attention, call 911. 10. Be mindful of location of the individual in vehicle. 11. Any transport should be called into dispatch. Team should share information around the transport including name of the individual, destination and completion of transport. |