

# Transportation and Safe Driving Techniques

## Safe Driving Tips

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**Don't drive** if you feel tired, lightheaded or stressed. And always wear your seatbelt.



**Remove distractions** in the vehicle. The use of devices, conversations with passengers and eating can all divert a driver's attention.



**Increase the awareness** of your surroundings by frequently checking mirrors, particularly while changing lanes.



**Verify you are driving** at the correct speed limit. Keep a safe distance from the car ahead of you to allow time to brake safely.



**Exercise caution** when emergency vehicles approach. They have the right of way. Watch for flashing lights and listen for sirens.

It is your responsibility when driving a consumer somewhere to Drive **SAFELY** and **AVOID Distractions**.

**SAFETY** should be your top priority!



You also are responsible for getting the **proper training** for driving and transporting the consumers you are working with, this training will provide you with techniques you need to know.

# Tips for Safe Driving

1. Fasten your seatbelt and make sure all passengers buckle up. If a passenger refuses to buckle up, you should not leave your location until they fasten their seatbelt.
2. If you are taking an agency car, make sure you check the seat, mirror, brakes and steering prior to driving.
3. Before changing lanes, glance back to check the blind spot that your mirror doesn't show.
4. Keep the car moving at a reasonable speed.



5. Yield the right-of-way, especially if the other driver is at fault.
6. Be **COURTEOUS** to other vehicles and slow moving vehicles.
7. Deer crossing signs are installed where deer are known to cross. Remember, deer travel in groups.
8. If you see someone stranded in the road, don't stop, but instead notify the police.
9. Don't **TAILGATE** and don't be tailgated!



10. Anticipate stops and slowdowns; don't wait until you're out of space.

11. When passing; make sure the car you passed is in your mirror before changing lanes.

12. Never let your guard down. It's easy to drift over the speed limit. The faster you travel, the less reaction time you have.

13. Clean the windshield and headlights if they are dirty

14. Always use your turn signals!



# Skid Control



1. Oil splatter often makes the right lane of a multi-lane road more slippery than the passing lane.
2. In the winter, roads can be very slippery and wet, making passing more dangerous.
3. If it's "just sprinkling," roads are more slippery than in a heavy rain. A few raindrops make roads more slippery because of oil buildup, where a heavy rain washes away oil film.

4. Front-wheel drive provides a feeling of good traction but some people drive faster and sudden spinouts can result.

5. Rear-wheel drive vehicles tend to slide to one side.

6. If you lock the brakes of either type of vehicle, you lose steering control so be gentle.

7. Know the brake system of your vehicle. Standard brakes can be pumped to slow down and avoid a spin, Anti-locking brakes need firm, steady pressure – no pumping. Pumping anti-locking brakes eliminates their safety factor.



# Use these techniques to get a skidding vehicle back in control

1. Remain **CALM**, DO NOT PANIC!
2. Let up on the gas pedal and shift into neutral
3. Steer gently in the direction you want the car to go, Keep your foot off the brakes, or gently pump them to slow the car down. If you have anti-lock brakes, use firm steady pressure on the brakes to slow the car down.
4. Be ready in case you oversteer. When you get into traction, shift into drive and continue.



# Traveling during severe weather

1. Avoid unnecessary trips, if possible.
2. Make sure the car is in good condition, properly serviced, and equipped with chains or snow tires, if needed.
3. If possible take another person with you.
4. Keep the gas tank full.
5. Have emergency “Winter Storm Supplies” in the car such as sand, shovel, scraper, flashlight, blankets, and water.



6. Carry extra heavy gloves or mittens, socks, and winter head gear to cover your head and face.
7. Drive with all possible caution. Don't "save time" by traveling faster than road and weather conditions permit.
8. Travel by daylight and use major highways when possible. Keep the car radio turned on for weather information and advice.
9. If you are caught in a Blizzard, seek refuge immediately.
10. Always carry a first aid kit.



11. Stop, turn back, or seek help if conditions get worse, don't risk being stalled, lost, or isolated.

12. In white outs, use your hazard / four-way lights and your headlights. People see hazard / four-way lights better than headlights.

13. ALWAYS Be prepared!

14. Remember to keep CALM if you get into trouble.



# What to do if you are stranded?

1. Show a trouble signal: raise your hood or hang a cloth from the car window and turn on your hazard / four-way lights.
2. Stay in your car and wait for help to arrive. Do not leave your car to search for assistance, as you may become confused and get lost.
3. If you run the engine to keep warm, make sure your exhaust pipes are not blocked by snow. Open a window enough to provide ventilation and protection from carbon monoxide poisoning.



Severe weather isn't the only reason we get stranded. Getting a flat tire or running out of gas can happen to anyone. You have consumers under your care in the car and it's important you take every precaution to avoid being stranded.

1. Before you leave on a trip, know where you are going and use your GPS, Google maps, or other map app.
2. If you must stop, get completely off the road and stop. Immediately turn on your hazard / four-way lights.
3. Check your gas and tires before you go out on the road.
4. If there is no shoulder and you must stop in the road, get passengers out of the car on the safest side as quickly as possible.



# Van Lifts

1. People can fall from vehicle lifts so **ALWAYS** ensure the wheelchair brakes are locked or in a power chair the chair is off or “in gear”.
2. Transporting can be a very busy time for staff so **SLOW** down.
3. It is OK to ask others to wait inside so you can concentrate.
4. Make sure the walk to the vehicle is free from obstacles, ice, or debris.



5. When loading passengers ensure that the vehicle is parked on a level, stable, surface and that the front of the lift has full contact with the ground. Large vehicles require that the emergency brake is engaged. Check with your supervisor if this is a requirement with the vehicle you are driving.

6. Deploy the lift and lower it to the ground

7. Assist the person to the vehicle

8. **BACK** the person onto the lift platform (Side Loading Vehicle) or roll the person forward onto the lift (rear-loading vehicle)



9. Lock the brakes OR power off the wheelchair and place in gear.

10. Use a lift platform safety strap.

11. The safety gate on the lift should be up.

12. Staff should stay on the ground and NOT ride on the lift.

13. Never leave the person unattended on the lift. Wait from the ground so you can intervene if needed.

14. Activate the lift push their chair onto the vehicle.



# How to Tie Down a Wheelchair

1. Remove loose accessories from the area for safety
2. Attach the tie-down to the transfer ready hook in the front and rear of the wheelchair. The tie downs are stored in a bin or compartment in the vehicle. **ALWAYS** make the sure the tie down is **LOCKED** in place.
3. Secure shoulder belts, this belt secures the person to the vehicle. **DO** not rely on the wheelchair belt for safety. The wheelchair belt is not designed for transportation safety. **BOTH** belts must be secured.



# Safe Unloading

1. Bring the lift up.
2. Detach the shoulder straps and wheelchair tie downs.
3. Ensure the safety gate on the lift platform is engaged.
4. Roll wheelchair onto the lift.
5. Ensure the brakes are on or chair is powered off and in gear.



6. Use the lift platform safety strap.
7. Lower the lift.
8. Once on the ground undo safety strap, undo brakes and person is ready to exit the vehicle.



**If you will be transporting a person in a wheelchair.  
You MUST practice several times prior to  
transporting. Your supervisor or another staff  
trained in the procedures will be able to assist you.**

# Vehicle Protocols



1. Always have a plan for transportation.
2. How many staff are needed?
3. Who is responsible for what?
4. Consider the best order for loading and unloading consumers.

# What to do after a fall



1. If you suspect a wheelchair is broken, report to your direct supervisor immediately. If their insurance company will not cover a repair, please make sure it is reported to the case manager who can assist in locating a place to repair the chair.
2. If the lift or something in the vehicle is broken, contact your supervisor immediately.
3. Review transporting procedures with your supervisor to ensure that you followed proper protocol in securing the wheelchair or using the vehicle's lift.

4. Despite our best efforts to ensure safety accidents can and will happen. Wheelchairs can tip over sideways, backwards, or forwards.
5. Never assume the person is OK just because there are no visible marks or injuries.
6. Contact their primary care provide, nurse, or if appropriate 911.
7. Complete an Incident Report to be submitted to the Recipient Rights Office.
8. Write up the situation as a drill and discuss with your supervisor to find out the root cause of the fall.



# Safety Tips

1. Stay ALERT to pedestrians, drivers and others around you.
2. Do NOT TEXT and drive or be on your phone while driving.
3. Come to a complete stop at all intersections and red lights.
4. Use TURN SIGNALS when turning.
5. Use headlights when necessary, especially during inclement weather.



**This training is over  
please proceed to  
the Quiz**

