

CTA Policy and Procedure for Vehicle Emergencies and Accidents

PURPOSE:

To ensure the safety and well-being of all program participants, staff and others in the community.

POLICY:

In the event of a vehicle emergency or accident Community Transition Academy staff will exercise diligence in providing for the health and safety of the individuals that they serve.

PROCEDURE:

Community Emergency Plan regarding driver handling of transportation related accidents and emergencies must be in a readily accessible location on each vehicle.

- Drivers carry cell-phones at all times.
- Accident occurs, stop vehicle and stay calm.
- Ensure all passengers are safe and determine if medical care is needed. Provide First Aid assistance if you are First Aid certified. Call 911 for injuries (beyond minor scrapes)
- Reassure passengers as necessary.
- Keep passengers in vehicle unless adequate supervision is available.
- Follow state regulations for contacting police and emergency supports when reporting an accident. (911)
- Contact Community Transition Academy Executive and/or Lead Educator
- Contact towing company if vehicle is non-operational (or AAA).
- If the driver is alone with persons, line of site supervision is required. For example, this means you may leave the car to change a tire but you may not leave passengers unsupervised while you leave to get gas. Call for backup!
- If needed, contact the towing company – Advanced Towing
- Complete an Incident Report when back on site.