

# POLICY TITLE: DRIVING ACCIDENTS AND EMERGENCIES

Effective Date: 1/1/2018

## 1) Policy

This policy covers accidents and/or emergencies while driving with clients of the \_\_\_\_\_  
\_\_\_\_\_AFC.

## 2) Overview

- Only approved employees of the \_\_\_\_\_ AFC are to transport clients.
- Safety while driving is the number one concern.
- Mobile phones should not be used while operating a vehicle.
- All traffic laws are expected to be obeyed.
- If an accident or emergency should occur while driving with clients, get the vehicle in a parked position in a safe location, if possible.
- Call 9-1-1 for emergency assistance.
- Once the vehicle is safely parked, and if the employee is able, talk to each client in the vehicle in order to assess their well-being and try to comfort them.
- Contact, as soon as possible, the home owner/manager to relay details about the accident.
- Gather the insurance and registration information from the glovebox.
- Gather client profiles and medication lists from the emergency bag in preparation for emergency personnel needs.
- Follow directions from emergency personnel to ensure you and clients are safe and receive necessary medical treatment.
- Notify guardians of the incident and any actions taken that impact their clients.

## 3) Closure

- Ensure incident reports have been filed as appropriate.
- Obtain copy of police report.
- Follow up with auto insurance provider.

Sign and date below to acknowledge receipt of and agreement with this policy.

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