

**Delaware Health and Social Services
Division of Developmental Disabilities Services
Community Services/Adult Special Populations**

Title: Day Program Special Trips

Approved By: _____


Division Director

Written/Revised By: DDDS Policy and Records
Committee

Original Development
Date: _____

December 1983

Revision Date: October 2006

I. Purpose

To establish guidelines for individuals receiving Day Program services to participate in trips of interest, to allow new opportunities and encourage growth and enjoyment through community experiences.

II. Policy

Individuals receiving Day Program services shall have the opportunity to become oriented to activities of interest and participate in normalizing activities within the community.

III. Application

All DDDS Day Program Staff

IV. Definitions

A. Special Trips: A training, recreational, leisure experience or non-routine trip requiring advanced planning and parent/guardian/provider notification.

V. Standards

- A. All trips shall be approved by the Day Program Center Supervisor/Designee prior to their occurrence.
- B. Special Trip notification shall be given to individuals/parents/guardians/providers at least five (5) working days in advance of the trip.
- C. Staff shall be responsible for following applicable safety and transportation policies as well as the Center Trip Guidelines while planning and executing the trip.
- D. Staff and individuals receiving services shall be required to use seatbelts while traveling.
- E. Efforts shall be made not to exclude participants from recreational activities due to inability to pay.

VI. Procedures

<u>Responsibility</u>	<u>Action</u>
Center Supervisor	1. Requests permission from the Day Services Administrator/designee to arrange trip.
Center Supervisor/Designee	2. Makes necessary arrangements for the trip.
Center Supervisor	3. Notifies parents/guardians/providers, in writing of a special trip at least five (5) working days in advance.

VI. Procedures (continued)

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| Center Supervisor/Designee | 4. Ensures that financial arrangements have been secured prior to the date of the special trip. |
| Day Services Administrator/Designee | 5. Decides whether individual receiving services goes on trip, alternatives arranged and/or a written report is placed in the individual's file on site.
6. Ensures that patterns of non-participation are addressed. |
| Assigned Staff | 7. Assures that individuals have their medication and the medications are taken at the prescribed times. |
| Center Supervisor/Designee | 8. Assigns staff person to individuals needing special assistance/supervision.
9. Disseminates a written itinerary including planned activities, individual staff responsibilities, and emergency phone numbers for the locale(s) to be visited to all appropriate staff. |
| Assigned Staff | 10. Files copy of Special Trip Itinerary (exhibit B) in record at Center.
11. Follows Seatbelt Policy while traveling.
12. Plans return to site in time for normal afternoon van runs. |

VII. Synopsis

This policy, for use in DDDS state run day programs, outlines minimal requirements to ensure the health and safety of all participants while on trips.

VIII. References

- A. Seatbelt Policy
- B. Incident Report Policy
- C. DDDS Transportation Policies

IX. Exhibits

- A. Center Trip Guidelines
- B. Special Trip Itinerary

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- ⇒ The van driver shall ensure that current individual profiles containing medical and emergency information and a current photograph (within 3 years) are on assigned vehicles.
- ⇒ Staff responsible for planning or assisting with the trip shall ensure that a trip list is developed to include the names of every passenger assigned to each vehicle. The van driver shall ensure that the list is compared to the passengers on the vehicle prior to departing from any site.
- ⇒ The assigned staff shall ensure that food and drink are properly stored at a safe temperature in a cooler or an insulated container.
- ⇒ The assigned staff shall ensure that all medications are safely transported in a locked area.
- ⇒ The assigned staff shall ensure that the vehicle is safely loaded (including securing adaptive equipment, wheelchairs and passengers) and the aisles are clear.
- ⇒ The assigned staff shall ensure that all passengers wear a safety belt.
- ⇒ The assigned staff shall follow all State of Delaware laws and DDDS transportation policies during the community trip.
- ⇒ The van driver shall ensure that the vehicle is maintained at a comfortable temperature.
- ⇒ The van driver shall ensure that there is a charged cellular telephone on each vehicle.
- ⇒ All staff shall ensure that all incidents during the trip are report as required by the Incident Report Policy.
- ⇒ The assigned staff shall ensure that everyone safely returns to the applicable center unless prior arrangements have been made and approved for alternative transportation.
- ⇒ The assigned staff shall ensure that all items and medications are returned to the Center or back to the provider.
- ⇒ The van driver shall return the vehicle to the Center in the same condition as when it was removed and fueled, if needed.
- ⇒ A walkthrough of the van shall be done when parking at a trip site and final destination, for the purpose of verifying that all required passengers are aboard.

Special Trip Itinerary

Date of Planned Special Trip _____

Location of Special Trip _____

Contact Telephone # for Trip _____

Vehicle Tag # for Special Trip _____

Van Driver _____

Estimated time of Departure _____

Estimated Time of Return _____

Consumers Participating in Trip

Name	Permission Rec'd (Yes or No)	Medication and/or Accommodations Arranged
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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Staff Attending

