

Driving Individuals Supported in CLTO-owned or Personal Vehicles

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1) POLICY

The following requirements are in place to protect staff and passengers from potential exposure to COVID-19 and other communicable diseases during transport of individuals supported:

- Attempts should be made to limit the number of individuals in the vehicle, keeping the size of the vehicle in mind
- Where possible, individuals must be seated separately
- Individuals and passengers are to only travel in vehicles with others with whom they live with or within the same Program cohort.
- CLTO staff must wear a procedural mask at all times; and face shield may be worn based on a point of care risk assessment
- Individuals supported are encouraged to wear a mask at all times; if a mask cannot be tolerated, the individuals must sit as far from the driver as safety permits
- There is absolutely no eating or drinking permitted by anyone in the vehicle
- A window within the vehicle must be left slightly open/ajar during the drive
- The vehicle must be cleaned and disinfected prior to use and at the end of the excursion. For CLTO-owned vehicles, documentation must be completed to confirm disinfection has been completed before and after use of the vehicle. This documentation is to be maintained in the van's documentation binder.

2) **SCOPE** - All staff who are transporting persons supported in a CLTO-owned vehicle or personal vehicle

3) **DEFINITIONS** – n/a

4) DOCUMENT ACCOUNTABILITY

Occupational Health & Safety department and the Fleet Coordinator are accountable for creating and maintaining the policy. Program Managers and Supervisors are accountable for ensuring compliance with the policy including training on the policy.

5) RELATED FORMS & TOOLS

a) Associated Policies and Forms

- 08-02-01 Driver Authorization and Driving on CLTO Business
- 8-02-01A Vehicle Usage Log
- Point of Care Risk Assessment

6) REVISION HISTORY

Version	Date of	Person Revising	Description of Change
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#	Revision	(Name & Position)	
NEW	June 14, 2022	Ghada Omar	Modified Directive for Transporting Individuals to become policy