



LAKEMARY  
CENTER

# TRANSPORTATION PROCEDURE MANUAL

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Lakemary Center, Inc.

# **Lakemary Center, Inc.**

## **TRANSPORTATION PROCEDURE MANUAL**

This manual serves as a guideline regarding transportation regulations and procedures for Lakemary Center (LMC). These guidelines are for the safety of LMC drivers and of the persons transported.

All drivers are required to read this manual. Copies are available in each vehicle, on the LMC website [www.lakemary.org](http://www.lakemary.org), and in the Transportation Department.

If you have any questions regarding any procedure, please consult the Transportation Coordinator.

## **POLICY REGARDING TRANSPORTATION**

It is the policy of LMC to provide the maximum consideration for the safety and well-being of those persons transporting, as well as the people who are being transported.

LMC and its drivers shall adhere to the current Kansas Department of Revenue Vehicle Division regulations regarding operator, vehicle licensing, and insurance. They shall also adhere to the Kansas Highway Patrol Department regarding vehicle safety, all transportation requirements of the Kansas Department of Health and Environment for licensing (KSA/KAR 28-4-130), and section 395 of the Federal Motor Carrier Safety Regulations related to hours of service.

Drivers are responsible for reading the vehicle's procedure handbook prior to transporting passengers.

## **POLICY REGARDING DRUG-FREE WORKPLACE**

LMC will provide a drug-free workplace regarding the Drug-Free Workplace Act of 1988. It is prohibited under LMC - 1.3.2 Drug Free Workplace for staff to use marijuana or other cannabis and THC products while being employed at Lakemary Center. In the KDOT program, all drivers that participate in that program are prohibited from all uses of marijuana, other cannabis, and THC products. Currently, Kansas State Law states marijuana is illegal for use and possession. For a copy of the drug policy, please contact the Human Resources Coordinator or visit [www.lakemary.org](http://www.lakemary.org).

## **GENERAL PROCEDURES FOR DRIVERS**

1. Driver qualifications – general: Drivers must be at least 21 years of age, possess a current valid class C driver's license, and be approved by their supervisor for transportation and/or driving assignments. Employees aged 18 to 20 may be qualified to drive only if specifically authorized by LMC management and LMC's insurance carrier. LMC will verify drivers' motor vehicle records (MVR) at the time they are approved for transportation assignments and annually thereafter.

A driver's MVR may not include any of the following:

- 1) more than one moving violation in the last 12 months
- 2) more than two moving violations in the last 36 months
- 3) citations for speeds that are 21 miles or more over the posted speed limit, or 10 miles over where the posted speed limit is greater than or equal to 75 mph, within the last 36 months.
- 4) conviction of DWI/DUI, reckless driving, negligent homicide, or aggravated assault with a motor vehicle within the last 36 months

- 5) operating a motor vehicle with a suspended or revoked license within the last 36 months.
  - 6) operating a motor vehicle without a license within the last 36 months
  - 7) Drivers are responsible for notifying the Transportation Coordinator of any change in the status of their MVR upon their next scheduled workday.
2. Drivers must meet all eligibility guidelines set forth by LMC's insurance carrier as defined in the Employee Handbook. Drivers must have at least three years of driving history in Kansas or another state to be reviewed for eligibility by LMC's insurance carrier.
  3. Driver qualifications – commercial vehicles 10,001 pounds and over Drivers of these vehicles must be at least 25 years of age and meet all other general qualifications above. In addition, these drivers must complete an FMSCA-approved application for employment, have or obtain a valid medical examiner's certificate, complete, and pass a driver's road test, and provide an annual certification of violations. Recently hired drivers must also complete the driver's statement of on-duty hours. Drivers of these vehicles are required to complete a pre-trip inspection of the vehicles before driving them and a post-trip inspection upon completion of the day's trips. Reminder – Commercial vehicles are not permitted to park in spots designated for handicapped access.
  4. All drivers of minivans and larger vehicles are subject to the hours-of-service rules in FMCSR section 395. Under these rules, drivers who have been on duty for 15 hours or more (awake or asleep) may not transport until they have been off duty for at least 8 hours. Additionally, drivers may not transport after being on duty more than 70 hours in any 8 consecutive days. Drivers and their supervisors are responsible for monitoring hours worked by the drivers.
  5. LMC issues a driver's license to drivers who transport persons supported or the general public.
  6. When operating LMC vehicles, operators should wear shoes that have a solid foundation or sole and back/heel support. Shoes without these fundamental aspects, such as flip-flops, can be a hazard while driving and should not be worn while driving.
  7. **Non-KDOT and FMCSA Drivers** that transport persons supported must meet the following requirements:
    - 1) A current MVR that meets the above policies.
    - 2) Successful completion of a written test, driving test, and transportation in-service, including Coaching the Van Driver 3, and backing exercise.
    - 3) Complete reading and understanding of this transportation manual.

- 4) Online completion of Coaching the Experienced Driver PLUS.
- 5) Coaching the Experienced Driver PLUS must be recertified every 2 years.
- 6) Rehires of more than 1-year absence will have to take Driver Training in person and online Coaching the Experienced Driver PLUS.
- 7) Drivers of 9-15 passenger vehicles must have a 5-year driving history.
- 8) **FMCSA** drivers must pass a physical examination.

8. **KDOT Drivers** must meet the following requirements:

- 1) Must be 21 years of age.
  - 2) Drivers of 9-15 passenger vehicles must have a 5-year driving history.
  - 3) a current MVR that meets the above policies.
  - 4) Signed EAP Policy
  - 5) Signed Drug and Alcohol Testing Policy.
  - 6) A DOT physical and substance screening. Physicals expire every 1 or 2 years and must be recertified.
  - 7) Successful completion of a written test, driving test, and transportation in-service, including Coaching the Van Driver 3, and backing exercise.
  - 8) Complete reading and understanding of this transportation manual.
  - 9) Online substance abuse training. This training must be recertified every 2 years.
  - 10) In person KDOT RTAP training. This training must be recertified every 2 years.
  - 11) Rehires of more than 1-year absence will have to take Driver Training and KDOT RTAP Training in person.
9. If a staff has no responsibilities to transport persons supported within or outside Lakemary, then no Transportation Classes are needed. To qualify for driving a Lakemary Vehicle the staff must have a current valid driver's license, a current MVR that meets the above policies, and understand the Transportation Policies. A copy of the Transportation Policy will be provided by the Transportation Coordinator and is available in the company portal. All staff documents will be placed in a Transportation file and updated as needed.
10. If a staff is involved in an accident that the staff is responsible for; that staff is subject to the LMC accident policy and part of that policy is that the Staff will be required to take the KDOT RTAP class in person and a driving test with the Transportation Coordinator.
11. LMC's fleet includes vehicles funded by USDOT section 5310 and 5311 federal transportation funds. Only approved drivers may operate these vehicles. Drivers of these vehicles must be at least 21 years of age. These vehicles are reserved solely for transporting handicapped, elderly individuals, or general public passengers. A separate LMC Transportation brochure outlines the services and procedures related to these vehicles. Drivers of these vehicles are required to complete a pre-trip inspection of the vehicles before driving them and a post-trip inspection upon completion of the day's trips.

12. LMC drivers may only transport individuals supported in authorized LMC vehicles.
13. Drivers should use LMC vehicles for all LMC business-related trips unless otherwise authorized by their supervisor or the President of LMC.
14. Staff generally may not use LMC vehicles for personal business or non-LMC business. Exceptions may be granted by department directors or the President of LMC.
15. Requests to use LMC vehicles should be directed to the Transportation Coordinator at least 5 days in advance of the trip whenever such notice is possible. Requests may be sent via email to [transportation@lakemary.org](mailto:transportation@lakemary.org) or may be made by calling 913-557-4000 ext. 1129 (JOCO) or ext.1034 (MICO). If a vehicle is assigned to a house or program and the staff is using it for that program the staff does not have to request for that vehicle. I.E. Nursing program uses the assigned nursing vehicle.
16. When transporting an individual who requires one-on-one supervision for medical and out-of-town trips, the driver must be accompanied by another staff person.
17. Drivers are responsible for any traffic or parking tickets they receive while operating LMC vehicles. For any tickets that staff receives in an LMC vehicle, the staff must inform their immediate supervisor. The supervisor will pass that information on to either the Transportation Coordinator or in the absence thereof, the Chief Operating Officer (COO) of LMC.

#### **GENERAL RULES FOR VEHICLES AND PASSENGERS**

1. Drivers are responsible for enforcing the following rules.
2. All doors must be locked while the vehicle is in motion. Doors must also be locked when a vehicle is parked and unattended.
3. All passengers must wear a seatbelt. The number of passengers allowed in each vehicle is limited to the number of available and functioning seatbelts in the vehicle. Child safety seats that are appropriate to the age, weight, and height of passengers must be used when required by state statutes and regulations. Such seats must be placed in accordance with such statutes and regulations. Do not overload vehicles. If any seatbelts are not functioning properly, please promptly notify the Transportation Coordinator.
4. Passengers under the age of 12 must be accompanied by an adult. Passengers under the age of 12 may not ride in the front seat of any vehicle equipped with a passenger airbag. If a passenger does not fit properly in a seat, contact the Transportation Department for a child seat or booster seat. Prior to leaving for the trip, the staff must inform their supervisor of the trip.

5. Passengers must be transported directly to locations designated by LMC. Unauthorized stops along the way are prohibited, except in an emergency.
6. Handcuffs and shackles must not be used on any passengers during transport.
7. Therapy animals may be transported in LMC vehicles. Animals must be properly and safely restrained using devices approved by the LMC Safety Committee.
8. Appropriate conduct shall be maintained at all times. If a passenger becomes disruptive and presents a danger to the driver or other passengers, the driver will pull the vehicle safely off the roadway to address the issue. The driver will engage the vehicle's hazard flashers and, if possible, deploy the safety triangles. Any LMC staff aboard the vehicle may use approved de-escalation techniques. The driver or staff may contact 911 for assistance if needed.
9. Passengers must not enter or exit the vehicle from or into any lane of traffic.
10. Passengers must not be left unattended in a vehicle. When leaving a vehicle, the driver must make certain that no people supported are left in the vehicle. The driver is required to walk and/or look through the vehicle before clearing the vehicle to ensure all passengers have exited the vehicle.
11. Passengers should refrain from talking with the driver while the vehicle is in motion. Passengers should not move around within the vehicle while it is in motion.
12. Passengers may not eat or drink (except water) in LMC vehicles.
13. Passengers may not use audio or video equipment that disturbs other passengers or interferes with the driver's ability to transport.
14. Smoking and the use of tobacco products are prohibited in LMC vehicles.
15. Drivers may not use cellular phones when operating LMC vehicles. If a driver must make or receive a phone call or text message, the driver should pull safely off the roadway and bring the vehicle to a complete stop before operating a cellular phone.
16. Because of the additional roll-over risks associated with 15-passenger vans, these vans should carry a maximum of 10 passengers plus the driver, with no passengers riding in the back seat. Exceptions to this procedure must be approved by a department director. Drivers must comply with multiple jurisdictions' regulations concerning passenger restrictions.
17. Weapons: including properly licensed concealed firearms, are prohibited in LMC vehicles. The discharge of firearms inside LMC vehicles is strictly prohibited.

18. Drivers will make reasonable efforts to assist passengers in entering or leaving the vehicle. This includes assisting passengers in wheelchairs and other mobility devices when entering or leaving accessible LMC vehicles. However, drivers are not to provide assistance when such assistance is beyond the driver's physical capability or would be unsafe for the driver or the passenger. In such situations, the driver should consult with the Transportation Coordinator. LMC may require the passenger to be accompanied by a caregiver or personal assistant who can perform the needed assistance for the passenger to enter and leave the vehicle. If the passenger is unable to bring a caregiver or personal assistant, the driver may refuse the ride and must notify the Transportation Coordinator of the circumstances. Please see the appendix at end of this manual for detailed safety procedures for LMC's wheelchair minivans.
19. Passengers are not permitted to bring bicycles on board LMC vehicles.
20. All vehicle equipment is to remain with the vehicle unless otherwise directed by the Transportation Coordinator. This includes log sheets, gas cards, first aid kits, fire extinguishers and safety triangles.

### **HANDICAPPED LICENSE TAGS**

Most LMC vehicles are equipped with handicapped license tags or hanging placards. Drivers should only use handicapped parking spaces when transporting persons who require those spaces.

### **PARKING LMC VEHICLES**

LMC vehicles parked on the main campus are assigned parking spaces either in the north parking lot adjacent to the Administration Building. If, upon returning from a trip, all spaces reserved for LMC vehicles are occupied, please park the vehicle in an unmarked parking place and send an email to [transportation@lakemary.org](mailto:transportation@lakemary.org) .

Drivers should avoid parking LMC vehicles on the streets. Whenever possible, use off-street parking. When parking in driveways, drivers should ensure that the vehicle does not block any sidewalks.

When parking in a public parking lot, use pull-through parking places whenever available in order to avoid the need to back the vehicle when leaving.

### **VEHICLE RECORD SHEETS**

Vehicle log sheets are kept on a clipboard in each vehicle. Drivers should complete a line on the log sheet at the start of each trip and at each stop.

Passenger classifications are as follows:

E – Elderly, Foster Grandparents, senior citizens



S – Staff

H – Disabled, students, teachers, aides, child development trainers, youth counselors/trainers, community living house parents

GP – General public, anything not covered above.

Use the following codes for program identification:

ADM – Administration

AHS – Adult Health Service

ALS – Workshop

CBI – Community-Based Instruction

CCM – Children’s Case Management

CE – Community Employment

CN – Children’s Nursing

CR – Children’s Residential program

CS – Adult Continuous Supports/Adult Residential

CT – Community Transportation

ED – Education

LS -- Lifestyles

SC – Adult Service Coordination

SFC – Specialized Foster Care

SL – Supported Living

TR – Training

VA – Valued Activities

Destinations should be as descriptive as possible, including address if necessary. Each round trip will require at least 2 lines on the log. The driver is responsible for documenting on the vehicle log the number of passengers being transported (including the number of staff and the number of people supported). The driver should record their initials and name (legibly) at the bottom of each sheet used, so initials can be identified by transportation staff.

### **TOLL ROADS**

Kansas toll roads now use a ticketless system to charge drivers for the use of toll roads. They no longer require drivers to stop at a toll booth for a ticket. Either your LMC vehicle that you are using has a K-TAG in the vehicle or a photo of the vehicle will be taken and sent to LMC for billing. With a K-TAG, all the driver needs to do is drive by a toll booth and onto the road. Again, without a K-TAG, the driver drives onto the toll road and the toll system will take a picture of the vehicle and the plate. Lakemary would like staff to use KTAG vehicles when possible. If that is not possible, please notify Transportation so they can document and pay the bill when it comes to LMC. Please note that using a K-TAG is cheaper than the state sending a toll bill to LMC.

The following LMC vehicles have a K-TAG in them:

Olathe:

- 1) 3178- Mini van

- 2) 4875- Mini van
- 3) 7524- Mini van
- 4) 8248- Full size van
- 5) 3106- Mini van

- 3) 0613 – Mini van
- 4) 5722 – KDOT Bus
- 5) 5255 – KDOT Bus
- 6) 0555 - Car
- 7) 4123 - Car

- 6) 7855- Full size van
- 7) 4509-car
- 8) 9316- Car (CEO)
- 9) 6958-car
- 10) 0206-Wheel chair van mini van
- 11) 2981-Bus
- 12) 3992- Full size van

Paola:

- 1) 8590 – Full size van
- 2) 8861 – full size van w/wheelchair lift

### **TRANSPORTING HIPPA PROTECTED INFORMATION**

When traveling with confidential medical files, the files must be secured in accordance with LMC's HIPAA Privacy Procedures. Records are never left in a vehicle and are always kept in the physical possession of staff. If medical records are needed while out in the community, staff should contact the supervisor who will provide directions and necessary records.

### **MAINTENANCE**

When a driver detects or suspects a mechanical problem with an LMC vehicle and the vehicle remains safely drivable, the driver should complete a maintenance requisition form and submit it to the Transportation Coordinator, upon returning to LMC. Maintenance requisitions may also be submitted via email or phone call to the Transportation Coordinator. If while on the trip the driver determines that the vehicle is not safely drivable, or if the driver is unsure about the vehicle's safety or drivability, the driver should do the following:

1. Pull carefully out of traffic and park the vehicle as far off the traveled portion of the roadway as possible. When possible, pull off the right side of the road rather than the left side to permit as much room as possible between the vehicle and other traffic.
2. Make sure that all passengers are safe. If there is no danger of the vehicle catching fire, rolling, being struck by other vehicles, etc., and if a safe temperature can be maintained in the passenger compartment, passengers should remain in the vehicle. If passengers

must leave the vehicle, the driver should ensure that they are safely away from the vehicle and traffic. **Do not leave persons supported unattended.**

3. Remove the keys from the ignition.
4. Turn on the four-way emergency flashers.
5. Prior to exiting the vehicle, the driver must put on a reflective traffic vest, located in the glove box or center console.
6. Set out emergency reflectors. Place one emergency reflector 100 feet from the vehicle toward approaching traffic, one reflector 100 feet from the vehicle in the opposite direction, and one reflector 10 feet from the vehicle toward approaching traffic. If at or near a curve, place reflectors as follows: a) if the vehicle has not reached the curve, place the front reflector at the farthest end of the curve; b) if the vehicle is past the curve, place the rear reflector at the farthest end of the curve; c) if the vehicle is stopped in the curve, place the front and rear reflectors at each end of the curve. If the vehicle is stopped on a multilane-divided roadway, place one reflector 10 feet from the side of the vehicle, the second reflector 100 feet behind the vehicle, and the third reflector 100 feet behind the second reflector.
7. If possible, remain in the vehicle until a police officer arrives, especially at night or in inclement weather.
8. Call LMC at 913-557-4000, call the transportation on-call person, shift coordinator, campus coach, or children's residence if after normal business hours.
9. If it is necessary to walk from the vehicle, write down the following information and leave it in the vehicle: names of individuals walking, date, the time you left, the direction you are going, and what you are wearing.
10. All LMC and KDOT vehicles shall follow the maintenance schedule that is recommended by the manufacturer.
11. Do not make or have someone else make repairs to the vehicle. LMC will not be responsible for reimbursing such costs. The only repairs that will be considered for reimbursement without prior authorization are tire repairs, hose, or broken belt. Repairs to KDOT vehicles under warranty must be performed by an authorized dealer. Repairs to KDOT vehicles that cost \$4,500 or more must be approved by KDOT prior to being started. The Transportation Coordinator will email KDOT at [KDOTtransit@ks.gov](mailto:KDOTtransit@ks.gov) to obtain approval.
12. In the event of a breakdown requiring a vehicle tow, please contact the Transportation Coordinator or COO so they can arrange for the tow. If after hours, contact the Transportation on-call person. Authorized tow companies are Brewer's Automotive 913-755-3024, Osawatomie (Miami County) and Dale's Tow Service 913-782-2289, Olathe (Johnson County).
13. Staff are responsible for regular interior cleaning of vehicles assigned to their location. Staff should contact [transportation@lakemary.org](mailto:transportation@lakemary.org) when a vehicle needs a car wash.

## **ACCIDENT PROCEDURES**

If an LMC vehicle is involved in an accident, drivers should follow these procedures:

1. Stop at once.
2. Take steps to prevent further accidents. Park safely and set out warning devices and emergency reflectors.
3. Make sure all passengers are safe. Evacuate the vehicle if a threat of danger exists.
4. Seek medical attention, if needed.
5. Notify the police or sheriff's office of the accident, accurately providing the location and the nature of any injuries. Staff may share information about persons supported with emergency responders to the extent necessary for their safe treatment and care.
6. Regardless of how minor or major the accident is, immediately notify one of the following individuals: LMC Transportation Coordinator, COO, or the department director. If after normal business hours, call the department on-call person, shift coordinator, campus coach, or children's residence.
7. Exchange information with the other driver(s) involved in the accident. This information includes the driver's name, LMC name and address, driver's license number, vehicle tag information, and insurance information.
8. Discuss the specifics of the accident only with law enforcement officials and LMC administration. Staff are not authorized to speak with the media on behalf of LMC. Media requests should be referred to the CEO.
9. Complete post-accident alcohol and/or drug testing as outlined in the Employee Handbook. Requirement is time-sensitive and should be completed promptly.
10. If possible, complete a Post-Accident Report Form at the scene of the accident. If witnesses are present, list their names, addresses, and phone numbers. If possible, ask them to prepare a statement to attach to the report form. Include a list of the passengers and where they were seated in the vehicle.
11. Submit the completed Post Accident Report Form to [transportation@lakemary.org](mailto:transportation@lakemary.org) or the Transportation Coordinator within 24 hours of the accident.
12. In the event of an accident requiring a vehicle tow, please contact the Transportation Coordinator or the Transportation on-call person so they can arrange for the tow.
13. If the vehicle is in drivable condition, an authorized LMC driver should be responsible for returning it to LMC. The driver involved in the accident should not drive any other LMC vehicle until they receive authorization from their supervisor or Human Resources.

14. The employee's supervisor or department head should confirm a meeting date with the Transportation Coordinator within one week of the accident to review the incident with the employee. If it is determined that the employee was **"at fault"**: follow-up will be as follows:
- a. **First accident:** The transportation Coordinator reviews and debriefs the accident with the staff and their supervisor to determine needed follow-up. After the review, the staff will do a driving test with the Transportation Coordinator and must take an in-person Defensive Driving class. Accidents will remain on an employee's record for three years. Additional accidents can result in further training and/or disciplinary steps, based on frequency and severity.
  - b. **Second accident in 3 years:** Repeat step 1 and could result in further disciplinary action, up to and including unpaid administrative leave.
  - c. **Third accident in 3 years:** Repeat step 1 and may result in a permanent suspension of driving privileges or termination of employment.

If the driver **encounters an accident** that does not involve their vehicle and it is safe for the driver to pull to the side of the road, the driver may contact 911 and request emergency services. The driver should remain in the vehicle and may not leave passengers unattended in the vehicle.

If the driver is **detained in traffic due** to an accident or other circumstance, the driver should remain in the vehicle and may not leave passengers unattended in the vehicle. The driver may notify the Transportation Coordinator or their supervisor if it is safe to do so.



## Accident Review Form

Date & Time of Accident: \_\_\_\_\_ Vehicle Involved: \_\_\_\_\_

Staff Involved: \_\_\_\_\_

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Location: \_\_\_\_\_

Details Of Accident:

Causes & Trends:

Actions Needed for Improvement, Including Education & Training:

Follow-up & Actions Completed, Including Dates:

Copies to: HR file& Supervisor

\_\_\_\_\_  
Employee Signature      Date

\_\_\_\_\_  
Supervisor Signature      Date

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Transportation Coordinator Signature

Date

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### **SEVERE WEATHER PROCEDURES**

1. Drivers and supervisors are responsible for monitoring weather conditions before and during any travel.
2. In the event of severe weather advisories or watches, travel should be limited to emergencies only. Trips in progress should be concluded as early as is practicable.
3. In the event of a severe weather warning, travel should cease until the warning is lifted. Drivers should proceed to an appropriate shelter and assist passengers in safely entering the shelter. Do not seek shelter under bridges or overpasses. If possible, the driver should notify their supervisor or the Transportation Coordinator of their location and status.

### **MEDICAL EMERGENCIES AND OTHER INCIDENTS**

1. If a passenger becomes ill or injured, the driver should pull the vehicle safely off the road and contact 911 for emergency services. The driver should advise the 911 operator of the location, the type of emergency, the driver's name, a description of the vehicle, and a callback number. The driver should engage the hazard flashers and deploy safety triangles. The driver and all passengers should remain inside the vehicle until emergency services arrive. The driver should also advise their supervisor or the Transportation Coordinator of the situation.
2. Drivers generally should not provide medical treatment to passengers. The driver may administer first aid or CPR if the driver has been trained in such techniques and if such techniques are necessary prior to the arrival of emergency services.
3. Passengers may refuse medical treatment. Emergency services can advise in such situations.
4. If the passenger is a person receiving support from LMC, the driver may consult the appropriate LMC nursing department for advice or assistance.
5. The driver should prepare a written incident report upon return. Incident reports should be prepared for any unusual incident, including medical emergencies, verbal or physical altercations involving passengers, and any other situation deemed appropriate by the driver. Reports should be submitted to the driver's supervisor and the Transportation Coordinator within one business day.

## **OIL CHECKING GUIDELINES**

All vehicles are to have the oil checked twice monthly. This should occur on LMC pay dates. Older vehicles may need to be checked with each fueling.

The first driver of a vehicle on each pay date is responsible for checking the oil in that vehicle. Send an email to [transportation@lakemary.org](mailto:transportation@lakemary.org) with the vehicle number, date, and oil level.

### **Steps to Follow**

1. Check the oil before starting the vehicle. The vehicle should be parked on a level surface.
2. Raise and secure the hood.
3. Locate the oil dipstick (in most vehicles it will be marked "Engine Oil") and remove it.
4. Wipe the dipstick clean and replace it in the engine.
5. Remove the dipstick a second time and read the oil level in relation to the markings on the dipstick. The stick should indicate a "full" line and an "add" line. After reading the oil level, reinsert the dipstick in the engine.
6. If the oil level is at or below the "add" line, add one quart of oil. Oil is available at the Olathe Training Center, or from the Transportation Coordinator in Paola or Olathe.
7. Remove and read the dipstick again. If the oil level is still low, add more oil. **DO NOT OVERFILL THE ENGINE WITH OIL.**
8. The driver should also check the windshield washer fluid at this time, refilling the reservoir if necessary.

## **GASOLINE FILLING THE TANK & CHARGE PROCEDURE**

Please monitor the fuel gauge and fill when the vehicle is at or below half full.

1. Each LMC Vehicle has a pencil pouch either in the glove compartment, console, or in a storage "wallet" above the driver's visor. The vehicle's fuel-only card, good anywhere that credit cards are accepted, is stored in the pouch. Use it to pay for ***fuel only***.
2. Use the "pay at the pump" service. All LMC vehicles require Regular Unleaded. Do not purchase **Plus or Premium**.
3. Insert and remove the card from the pump card reader. Follow the prompts on the pump display.
4. When prompted to enter the driver ID, enter your departmental fueling code on the back of your LMC driver license.
5. Press the enter button.



6. When prompted to enter the odometer reading, enter the current odometer reading for the vehicle.
7. Press the enter button.
8. When asked if you want a receipt, press “yes”. If the pump does not print a receipt, please see the attendant to have the receipt printed. Ensure that the persons supported are not left unattended in the vehicle.
9. Remove the receipt from the pump printer.
10. Sign the receipt and put the vehicle number on it.
11. Place the receipt in the plastic pouch with the charge card.
12. On the vehicle log, indicate that gas was purchased in the margin for the trip line you are currently using.
13. Gas receipts are to be turned in at the first of each month along with the vehicle log sheets.

#### **MILEAGE REIMBURSEMENT PROCEDURE**

LMC will generally reimburse employees who are required to use their personal vehicle for LMC business travel under the following guidelines:

1. Travel must be business related. By definition, commuting to and from work is personal travel and not business-related. Commuting is defined as any travel between home (or any other personal location) and any LMC business location, or travel between LMC business locations. Travel between an employee’s home and any LMC work location is not reimbursable. For example, if an employee normally works at a LMC location in Johnson County and is required to attend training at a LMC location in Miami County, travel to and from the training is considered commuting and is not reimbursable.
2. Travel must be at least 5 miles one way. Trips of less than 5 miles one way are considered too minimum and do not qualify for reimbursement.
3. Employees may not be reimbursed for use of their personal vehicle if a LMC vehicle is available for the trip.
4. Employees must obtain approval from their supervisor to use their personal vehicle PRIOR to the trip. The employee’s supervisor must confirm that a LMC vehicle is not available before approving use of a personal vehicle.
5. Employees must adequately document the personal use of their vehicle on LMC’s Mileage Log form. Documentation must include the date of the trip, the starting point

and destination, the purpose of the trip and the distance in miles. Logs may be turned into the Accounting Department weekly for reimbursement. Logs must be submitted to accounting within 30 days of the travel, or reimbursement may be denied. Logs must be approved by the employee's supervisor prior to submission for reimbursement. The Mileage Log form is available on the LMC network at G:\Forms.

### **WHEELCHAIR MINIVAN SAFETY PROCEDURE**

1. Prior to assisting a passenger in a wheelchair, the driver should determine whether the passenger is wearing a seatbelt that secures them securely to their wheelchair.
2. If so, then the driver may assist the passenger to enter the LMC wheelchair minivan. The driver must then secure the chair and the passenger in accordance with LMC's wheelchair securement procedures.
3. If the passenger has their own unsecured seatbelt, the driver should request permission to secure the seatbelt properly around the passenger's waist just above their hips. The passenger may then be assisted and secured in the wheelchair minivan.
4. If the passenger does not have their own seatbelt, the driver may provide a gait belt to secure the passenger safely to their chair if the passenger agrees. The passenger may then be assisted and secured in the wheelchair minivan.
5. If the passenger refuses to allow the use and securement of their seat belt or a gait belt, the driver must decline to provide the ride. The driver should inform the passenger that LMC is unable to provide the ride without proper securement, and that future trips will be contingent upon the passenger agreeing to proper securement. The driver must notify the Transportation Coordinator of the circumstances surrounding the denied ride.

### **Emergency Telephone Numbers**

#### **Lakemary Administrative Offices (M-F 8 a.m. to 4:30 p.m.)**

100 Lakemary Drive, Paola, Kansas 66071  
(913) 557-4000

#### **Lakemary – Miami County Adult Service Center**

1501 E. Peoria, Paola, Kansas 66071  
(913) 557-4000 ext.-1068, Adult Services Administrative Assistant  
(913) 259-7244 Valued Activities I or ext. 1523  
(913) 259-7240 Lifestyles I or ext. 1518  
(913) 937-8731 Organizational Employment I or ext. 1520

(913) 937-8733 Organizational Employment II or ext. 1516

**Lakemary Valued Activities II (Mesa)**

2 Sunrise Circle, Paola, Kansas 66071  
(913) 557-8057 or ext. 1088

**Lakemary Johnson County Adult Service Center**

15145 S. Keeler, Olathe, Kansas 66062  
(913) 937-9903 Reception or ext. 2001  
(913) 543-4671 Suite C or ext. 2027  
(913) 543-4784 Organizational Employment/Suite D or ext. 2028  
(913) 543-4698 Organizational Employment/Suite E or ext. 2029  
(913) 535-4767 E-Recycling/Suite G or ext. 2031

**Lakemary (Lone Elm)**

1160 W. 151<sup>st</sup> St., Suite A, Olathe, Kansas 66062  
(913) 259-7190 Lifestyles I/Suite A or ext. 2104  
(913) 259-7191 Lifestyles II/ Suite B or ext. 2105  
(913) 259-7197 Lifestyles III/Suite C or ext. 2106  
(913) 259-7199 Valued Activities/Suite D & E or ext. 2107  
1170 W 151<sup>st</sup> St., Olathe, Kansas 66062  
(913) 204-1132 Production or ext. 2209

**School**

100 Lakemary Drive, Paola, KS 66071  
(913) 557-4000

**Johnson County Residences:**

671 N. Somerset Terr., Olathe	(913) 829-2701 or ext. 2220
675 N. Somerset Terr., Olathe	(913) 829-3455 or ext. 2221
1743 N. Sunset St. (Sunset) Olathe	(913) 839-9957 or ext. 2227
12038 S. Greenwood St. (Greenwood), Olathe	(913) 764-6294 or ext. 2223
1401 S. Montebello Ln. (Hartley), Olathe	(913) 390-0703 or ext. 2225
18421 W. 161 <sup>st</sup> St. (Hampton), Olathe	(913) 839-3339 or ext. 2224
16136 S. Mahaffie St. (Mahaffie), Olathe	(913) 839-3314 or ext. 2226
18630 W 152 <sup>nd</sup> Terr, Apt. 822, (Oakridge II), Olathe	(913) 271-8843
18375 W 152 <sup>nd</sup> Terr, Apt. 209, (Oakridge I), Olathe	(913) 271-3324
15691 S. Downing Court (Downing), Olathe	(913) 390-0722 or ext. 2222

**Miami County Residences:**

**PRTF, 100 Lakemary Drive, Paola, KS 66071**

Brotherton	<b>Z1</b> (913) 594-3016 or ext. 1058, <b>Z2</b> (913) 594-3019 or ext. 1059
Clemens	<b>Z1</b> (913) 294-7629 or ext. 1043, <b>Z2</b> (913) 294-7630 or ext. 1044, <b>Z3</b> (913) 594-3304 or ext. 1024, <b>Z4</b> (913) 594-3023 or ext. 1064
Mesa	<b>Z1</b> (913) 732-4036 or ext. 1075, <b>Z2</b> (913) 594-3025 or ext. 1076, <b>Z3</b> (913) 594-3026 or ext. 1077
Prairie	<b>A.I.M.</b> (913) 535-4532 or ext. 1130, A.I.M. Office
Craig	<b>Z1</b> (913) 594-3028 or ext. 1065, <b>Z2</b> (913) 594-3033 or ext. 1066,

**Z3** (913) 594-3034 or ext. 1067

Kirk Davis Center

**Green** (A wing) (913) 359-5898

**Blue** (B wing) (913) 359-7946

**Purple** (C wing) (913) 359-9672

**Yellow** (D wing) (913) 359-6399

**Adult Residences:**

1121 E. Peoria, Paola, KS	East (913) 294-5786 or ext. 1095 (same as West) West (913) 294-5835 or ext. 1095 (same as East)
1123 E. Peoria, Paola, KS	Office (913) 543-4621 or ext.1551, Living Room (913) 594-3068 or ext. 1552
4 Sunrise Circle, Paola	Office (913) 557-2223 or ext. 1049 Living Room (913) 594-3048 or ext. 1071
306 N. East Street, Paola	(913) 294-5603 or ext. 1093
308 N. East Street, Paola	(913) 294-5615 or ext. 1094

