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October 14, 2025

Via Hand Delivery

Matthew L. Homsher, Secretary
Pa. Public Utility Commission
400 North Street
Harrisburg, PA 17120

Re: Stock Transfer Application of Mercy Ambulance & EMS Inc.
Docket No. A-2025-XXXXXXX;

Dear Secretary Homsher:

Enclosed please find the **public** version of the Stock Transfer Application of Mercy Ambulance & EMS Inc. A proprietary version of this filing is also being hand delivered to the Commission.

Please contact me with any questions or concerns.

Sincerely,



Lauren M. Burge

Enclosures

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**APPLICATION FOR APPROVAL OF TRANSFER OF CAPITAL STOCK
TRANSPORTATION COMMON CARRIER**

BEFORE THE PENNSYLVANIA PUBLIC UTILITY COMMISSION

Application for approval to transfer

All of the capital stock of
(all or part)

Mercy Ambulance & EMS Inc.

held by VCare JV Holdings, Inc. and Mikhail Danilov.

(Name of Seller)

to Active Day, Inc.

(Name of Buyer)

<u>PUC USE ONLY</u>	
Docket Number	_____
Folder Number	_____

SEE INSTRUCTIONS BEFORE COMPLETING APPLICATION

- Mercy Ambulance & EMS Inc.
(Full and correct name of Certificated Carrier)
- Docket number of Certificated Carrier A-2022-3030977; A-2019-3011344; A-2019-3007940;
is A-2017-2610955; A-2017-2586735; A-2012-2329755
- Name of Seller(s): VCare JV Holdings, Inc.

<u>4849 Rugby Avenue</u>			<u>(P.O. Box, if any)</u>
<u>(Business Street Address)</u>			
<u>Bethesda</u>	<u>MD</u>	<u>20814</u>	<u>301-654-3330</u>
<u>(City)</u>	<u>(State)</u>	<u>(Zip)</u>	<u>(Telephone)</u>
<u>dgross@livevarsity.com.</u>			
<u>(E-mail Address)</u>			

- Seller's attorney for this application: N/A
(Address) (Telephone)

- Name of Buyer(s): Active Day, Inc.
6 Neshaminy Interplex, Suite 401
(Business Street Address) (P.O. Box, if any)
Trevoise PA 19053 888-338-6898
(City) (State) (Zip) (Telephone)
tdunphy@activeday.com
(E-mail Address)

6. Buyer's attorney for this application:

Lauren M. Burge, Esq.

600 Grant Street, 44th Floor, Pittsburgh PA 15219

(Address)

412-566-2146

(Telephone)

lburge@eckertseamans.com

(E-mail Address)

7. Capital Stock of Certificated Carrier:

a) Number of authorized shares: 1,500 Common Shares; 1,000 Preferred Shares

b) Par or stated value per share: \$0.01 par value Common Shares; \$0.01 par value Preferred Shares

c) Number of shares outstanding: 100 Common Shares outstanding; 400 Preferred Shares outstanding

d) Shareholders:

Number of shares held:

Mercy Transportation Holdings, LLC
(owned 100% by VCare JV Holdings, Inc.)

400 Preferred Shares

Mikhail Danilov

100 Common Shares

e) Number of shares redeemed or held as treasury stock: See Attachment A

8. Stock Transaction: *See Attachment A for additional description of stock transaction.

Sellers	# Sold	Buyers	# Bought
<u>Mikhail Danilov</u>	<u>100</u>	<u>VCare JV Holdings, Inc.</u>	<u>100</u>
<u>VCare JV Holdings, Inc.</u>	<u>500</u>	<u>Active Day, Inc.</u>	<u>500</u>

9. If buyer and/or seller are in control of or affiliated with each other or with any other carrier, state name of carriers, docket numbers, and nature of control or affiliation: Active Day's Pennsylvania subsidiary, Senior Care Centers of Pennsylvania Inc., has a license to provide paratransit service (Docket No. A-2019-3014494) but has not actively provided paratransit service in Pennsylvania since March 2020.

10. Consideration for the transfer of capital stock is (if nominal, explain):

The base purchase price for the Company shares is [begin proprietary] [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] [end proprietary].

11. The consideration will be paid as follows:
At closing, the buyer will pay the Closing Purchase Price as described in
Attachment E, Section 1.3.
12. The reasons for the proposed transfer are:
It is a strategic acquisition of the carrier.
13. The following **must** be attached to the completed application
- A statement containing a brief corporate history of the Certificated Carrier, the purpose for which it was created, a description of the service it furnishes to the public and a description of the territory in which it operates.
 - Statements of Financial Condition (Income Statements and Balance Sheets) for **the Buyer and the Seller**.
 - Sales Agreement (Bilateral)
 - Verified Statement of Buyer
 - If Buyer is corporate entity, complete list of officers and shareholders with shares.
 - If Buyer is corporate entity, copy of corporation papers from PA Dept. of State.

Attached to the application are the following:

- Attachment A - Additional Description of Stock Transaction
- Attachment B - Corporate History of Certificated Carrier
- Attachment C - Statements of Financial Condition of the Seller (**Confidential**)
- Attachment D - Statements of Financial Condition of the Buyer (**Confidential**)
- Attachment E - Sales Agreement (**Confidential**)
- Attachment F - Verified Statement of Buyer, including Appendices A through F
- Attachment G - List of Buyer's Officers and Shareholders
- Attachment H - Buyer's Corporation Papers from PA Dept. of State

WHEREFORE, Buyer and Seller request that the Commission approve the Application.

Buyer sign here: DocuSigned by:
Tyler Murphy
D2C6C0DF35A3413... 10/14/2025 | 11:18 AM EDT
(Each Partner must sign) (Date)

(Corporate Seal) _____ **(Date)**

_____ **(Date)**

_____ **(Date)**

Seller sign here: _____ **(Date)**

(Corporate Seal) _____ **(Date)**

_____ **(Date)**

_____ **(Date)**

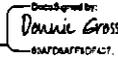
WHEREFORE, Buyer and Seller request that the Commission approve the Application.

Buyer sign here: _____
(Each Partner must sign) (Date)

(Corporate Seal) _____ (Date)

_____ (Date)

_____ (Date)

Seller sign here:  _____ 10/14/2025 | 6:58 AM PDT
(Date)

(Corporate Seal) _____ (Date)

_____ (Date)

_____ (Date)

**THIS MUST BE COMPLETED BY A NOTARY PUBLIC
AFFIDAVIT OF SELLER (NATURAL PERSON)**

COMMONWEALTH OF PENNSYLVANIA :

: SS:

_____ County :

_____, being duly sworn (affirmed) according to law, deposes and says that the facts above set forth are true and correct; or are true and correct to the best of his/her knowledge, information, and belief, and he/she expects to be able to prove the same at the hearing hereof.

Signature of Affiant

Sworn and subscribed before me on this
____ day of _____
20____ My Commission expires

Signature of Official Administering Oath

AFFIDAVIT OF BUYER/SELLER (CORPORATION)

COMMONWEALTH OF PENNSYLVANIA :

: SS:

DAUPHIN _____ County :

Tyler Dunphy _____, being duly sworn (affirmed) according to law, deposes and says that he/~~she~~ is Vice President of People & Culture and Legal Services Active Day, Inc. of Active Day, Inc.
(Office of Affiant) (Name of Corporation)

that he/she is authorized to and does make this affidavit for it; and that the facts above set forth are true and correct; or are true and correct to the best of his/her knowledge, information, and belief, and he/~~she~~ expects the said Active Day, Inc. to be able to prove the same at the hearing hereof.

Tyler Dunphy



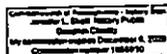
Signature of Affiant

Sworn and subscribed before me on this
14th day of October
20 25 My Commission expires
December 9, 2026

Jennifer L Skoff



Signature of Official Administering Oath



Online Notary Public. This notarial act involved the use of
online audio/video communication technology.
Notarization facilitated by SIGNOR

**THIS MUST BE COMPLETED BY A NOTARY PUBLIC
AFFIDAVIT OF SELLER (NATURAL PERSON)**

COMMONWEALTH OF PENNSYLVANIA :

: SS:

_____ County :

_____, being duly sworn (affirmed) according to law, deposes and says that the facts above set forth are true and correct; or are true and correct to the best of his/her knowledge, information, and belief, and he/she expects to be able to prove the same at the hearing hereof.

Signature of Affiant

Sworn and subscribed before me on this
_____ day of _____
20_____ My Commission expires

Signature of Official Administering Oath

AFFIDAVIT OF BUYER/SELLER (CORPORATION)

COMMONWEALTH OF PENNSYLVANIA :

: SS:

DAUPHIN _____ County :

Donnie Gross
_____, being duly sworn (affirmed) according to law, deposes and says that he/~~she~~ is a Partner of Varsity Investment Group
(Office of Affiant) (Name of Corporation)

that he/she is authorized to and does make this affidavit for it; and that the facts above set forth are true and correct; or are true and correct to the best of his/~~her~~ knowledge, information, and belief, and he/~~she~~ expects the said Varsity Investment Group
(Name of Corporation) to be able to prove

the same at the hearing hereof.

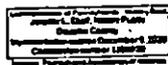
Donnie Gross 

Signature of Affiant

Sworn and subscribed before me on this
14th day of October
2025 My Commission expires
December 9, 2026

Jennifer L. Skoff 

Signature of Official Administering Oath



Online Notary Public. This notarial act involved the use of online notarial communication technology. Subscribed/verified by SK50006

Attachment A

Additional Description of Stock Transaction

Additional Description of Stock Transaction

The current shareholders of the Certificated Carrier, Mercy Ambulance & EMS Inc., are Mercy Transportation Holdings, LLC (owned 100% by VCare JV Holdings, Inc.) which owns 400 Preferred Shares, and Mikhail Danilov, who owns 100 Common Shares.

The Sales Agreement (provided as Confidential Attachment E to the Stock Transfer Application) describes a two-step process for this stock transaction. First, immediately prior to the closing, Mercy Ambulance & EMS Inc. will redeem all of Mr. Danilov's outstanding shares. As a result, VCare JV Holdings, Inc. will hold all 500 shares of Mercy Ambulance & EMS Inc.

Second, upon closing the transaction, Active Day, Inc. will purchase all 500 shares from VCare JV Holdings, Inc. and Active Day, Inc. will become the sole owner of the Certificated Carrier, Mercy Ambulance & EMS Inc.

For additional information, see the Sales Agreement provided as Attachment E, "Recitals" on page 1 of the Sales Agreement.

Attachment B

Corporate History of Certificated Carrier

Corporate History of Certificated Carrier

The Certificated Carrier's business entity, Mercy Ambulance & EMS, Inc. was created on June 29, 2011 at Entity Number 4040845 for the purpose of operating an ambulance business. The trade name of Mercy Ambulance became effective on October 31, 2011 at Entity Number 4064848. The trade name of Mercy Fleet was added on April 22, 2015 at Entity Number 4349621 and the trade name of Mercy Group was added on March 2, 2018 at Entity Number 6677286.

The Certificated Carrier began its paratransit operations under the Pennsylvania Public Utility Commission's ("PUC") jurisdiction when it received its first Certificate of Public Convenience on May 24, 2013 to transport passengers from the City and County of Philadelphia to facilities in Pennsylvania, and return at Docket No. A-2012-2329755. Since then, the Certificated Carrier has obtained Certificates of Public Convenience to provide paratransit service from points in Delaware County to points in Pennsylvania, and return on February 28, 2018 (Docket No. A-2017-2610955); from points in the Counties of Bucks and Montgomery to points in Pennsylvania, and return on June 6, 2019 (Docket No. A-2019-3007940); from points in Chester County to points in Pennsylvania, and return on November 7, 2019 (Docket No. A-2019-3011344); and from points in Lehigh County to points in Pennsylvania, and return on April 22, 2022 (Docket No. A-2022-3030977).

The Certificated Carrier also holds a Group and Party, 16+ Certificate of Public Convenience issued on February 10, 2017 (Docket No. A-2017-2586735) to provide service between points in Pennsylvania, excluding service under the jurisdiction of the Philadelphia Parking Authority.

Attachment C

Statements of Financial Condition of the Seller

CONFIDENTIAL

(Redacted)

Attachment D

Statements of Financial Condition of the Buyer

CONFIDENTIAL

(Redacted)

Attachment E

Sales Agreement

CONFIDENTIAL

(Redacted)

Attachment F

Verified Statement of Buyer

VERIFIED STATEMENT OF STOCK PURCHASER

THE FOLLOWING INFORMATION IS REQUIRED BY THE COMMISSION TO DETERMINE THE BUYER'S FITNESS TO OPERATE. STATEMENTS SHOULD BE TYPED OR PRINTED. ILLEGIBLE STATEMENTS WILL DELAY YOUR APPLICATION.

Active Day, Inc.

Purchaser's Name

6 Neshaminy Interplex, Suite 401

Trevoze

PA

19053

Street Address

City or Municipality

State

Zip Code

The Verified Statement of the Buyer is more or less a business plan, or your proposal for providing the transportation service for which you are making application. Prior to deciding to purchase the stock, you likely gave much consideration to the manner in which you would operate the business in order that you could provide satisfactory service to your customers and so that you could make a reasonable profit. As part of the application process, you must provide the Commission with your proposal to provide the transportation service.

At minimum, the Verified Statement of the Buyer should include a discussion of the numbered items listed below and on the following pages. You are encouraged to provide as much information as possible about the particular subject as is necessary to fully explain your plan. If you fail to provide sufficient information about the subjects listed below, it may cause the review of your application to be delayed until you provide the necessary information. If you need more space to provide your explanation, please attach additional pages that list the appropriate item by number.

1. Identify the person making the Verified Statement on behalf of the buyer. If the buyer is an individual making the statement, this will be the same information as provided above. If the buyer is a corporate entity and an employee/officer of the buyer is making the statement, give name, title, business address and telephone number, and indicate that the buyer's directors/owners/partners/etc. have authorized the witness to speak for the business.

Tyler Dunphy

VP of People & Culture and Legal Affairs, Active Day, Inc.

6 Neshaminy Interplex, Suite 401

Trevoze, PA 19053

(215) 642-6277

Mr. Dunphy is authorized to make this statement on behalf of Active Day, Inc.

2. List the buyer's affiliation (owner, manager, controls) with any other carrier, with the description of affiliation.

Active Day's Pennsylvania subsidiary, Senior Care Centers of Pennsylvania Inc., has a license to provide paratransit service (Docket No. A-2019-3014494) but has not actively provided paratransit service in Pennsylvania since March 2020.

3. Describe your business experience, particularly any experience relating to the operation of a transportation service. You may also include an explanation of education or training that you believe may be relevant.

Active Day currently operates adult day care centers in ten (10) states, provides transportation services in nine (9) states, and provides homecare services in two (2) states. Active Day's transportation service completes 1.2 million trips per year in 9 states. Pennsylvania is currently the only state where Active Day operates but does not provide transportation. (Active Day previously provided transportation services in Pennsylvania under PUC #6422787). The acquisition of Mercy Ambulance & EMS will support our current line of business to provide related transportation services in Pennsylvania.

4. Describe your facilities, record maintenance plan and your communication network. Please include a description of your physical location, to include the office area, office machines that will be utilized, and the facility to house vehicles. Household goods in use carriers should include a description of their storage facilities, if applicable. Please include an explanation of your plan to maintain records required by the PUC, as well as normal business records. In regard to your communication network, please explain how you will receive customer requests for transportation, how you will dispatch the vehicles to fulfill the request, and how you will maintain continuous communication with your drivers. Finally, please state your intended business hours.

See the attached Appendix A.

5. Please state the number of employees you intend to use, along with a description of their duties. Please explain why that number of employees is appropriate to provide reasonable and efficient service to the geographical territory you will be serving. **(Do not address drivers in your explanation about this item; drivers are addressed separately in item # 6).**

Active Day intends to have the following employees:
General Manager (1) - Responsible for all aspects of transportation operations.
Fleet Managers (2) - Responsible for all vehicle maintenance and repairs.
Dispatchers (4) - Responsible for all routing and dispatch.
Trainers (2) - Conduct training for all drivers.

6. Please state the number of drivers you intend to use or hire in your business and explain why that number of drivers is appropriate for the size of the geographical territory you will be serving. In addition, please explain:
- a) Your hiring standards for drivers;
 - b) Your driver training program;
 - c) Your system for ensuring that your drivers are properly licensed at all times;
 - d) Your policies regarding alcohol and drug use by your drivers.

Active Day plans to use 200 drivers, which maintains the current number of drivers for Mercy Ambulance & EMS.

To be hired, drivers must be interviewed and pass the Motor Vehicle Record (MVR), background, and drug screenings. Drivers must also pass a road test, complete all vehicle and passenger assistance training, and comply with any additional state or local regulatory requirements as applicable.

See the attached Appendix B describing Active Day's driver training program.

Active day will ensure that drivers are properly licensed at all times by conducting regular MVR checks. If a driver is identified as being unlicensed at any time when driving our vehicle, this will result in automatic termination of employment.

See the attached Appendix C for copies of Active Day's policy regarding alcohol and drug use by drivers.

7. Please state the number of vehicles you plan to use in your business and why that number is appropriate to provide reasonable and efficient service to the geographical territory you will be serving. If you have already obtained vehicles for your business, please list them in the chart below.

Active Day plans to use 200 vehicles, which maintains the current number of vehicles for Mercy Ambulance & EMS. The attached Appendix D provides a list of vehicles to be used, which are being acquired through this transaction.

<u>YEAR</u>	<u>MAKE</u>	<u>MODEL</u>	<u>VEHICLE ID #</u>	<u>MILEAGE</u>	<u>SEATING CAP.</u>

8. Describe your vehicle safety program. Please include the following in your explanation:
- a) Your periodic vehicle maintenance plan;
 - b) Your system for ensuring your vehicles will continuously comply with Pennsylvania's equipment standards (67 Pa. Code & Chapter 175, requirements for vehicle inspections) that are applicable to the type of vehicles used in your business;
 - c) Your system for ensuring your vehicles will maintain compliance with the PUC's requirements for passenger service at 52 Pa. Code, Sections 29.402 and 29.403. (A copy of these requirements is on a separate page.)

Active Day's vehicle maintenance checklist is provided as Appendix E.

To ensure that vehicles continuously comply with Pennsylvania's equipment standards, all vehicles are inspected pre-trip and post-trip. See Appendix F. All vehicle inspections, both pre- and post-trip, are completed by the driver on a smart phone or tablet electronically. This includes pictures as well as GPS time and location stamps.

Additionally, Active Day uses the Fleetio platform (www.fleetio.com) which is integrated with Geotab. Geotab is connected to the vehicle computer and shares all vehicle data, including odometer, engine or tire issues, and any other fault code that could occur in the vehicle's computer. This provides alerts not only when preventive maintenance is due, but also if there is another issue reported by either the driver on an inspection, or from the vehicle computer.

Vehicles are also equipped with camera that are integrated with Geotab. AI technology provides alerts of any unsafe driving in real-time with video.

9. Please explain what steps you have taken to determine if you can obtain and pay the premiums to maintain insurance coverage for the proposed number of vehicles for your business.

Active Day has considered all aspects of this acquisition and determined that it has the financial ability to obtain and pay vehicle insurance premiums.

Please describe your customer service standards. Within your description, please explain your intended customer complaint resolution procedure.

Active Day has the highest standards for customer service. Active Day requires professional behavior from all employees at all times, whether with customers or teammates, and especially when representing Active Day.

To address any customer complaint, we receive the complaint and immediately investigate, leveraging our technology described above to gather information and facts. Escalation will occur as required. We also interview all relevant parties, notify any agency as required, and come to a resolution based on the findings.

Criminal Record. Have you been convicted of a misdemeanor or felony for which you remain subject to supervision by a court or correctional institution? YES _____
NO X

*If stock purchaser is a corporate entity, this question applies to all shareholders and corporate officers. In the event that the answer is yes for one of those individuals, a separate page identifying the individual and stating relevant information should be attached.

VERIFICATION OF STATEMENT

The undersigned deposes and says that he/she is the person who signed the Statement for the above-captioned applicant/application and that he/she is authorized to and does make this verification and that the facts set forth therein are true and correct to the best of his/her knowledge, information, and belief.

The undersigned understands that false statements herein are made subject to the penalties of 18 Pa. C. S. Section 4904 relating to unsworn falsification to authorities.

DocuSigned by:
Tyler Dunphy
D2C8C0DF35A3413..

(Signature)
Tyler Dunphy

(Name, printed or typed)

October 13, 2025

(Date)

Appendix A to Verified Statement of Buyer

- 4. Describe your facilities, record maintenance plan and your communication network. Please include a description of your physical location, to include the office area, office machines that will be utilized, and the facility to house vehicles. Household goods in use carriers should include a description of their storage facilities, if applicable. Please include an explanation of your plan to maintain records required by the PUC, as well as normal business records. In regard to your communication network, please explain how you will dispatch vehicles to fulfill the request, and how you will maintain continuous communication with your drivers. Finally, please state your intended business hours.**

Active Day's facilities include adult day centers and an administrative office. The administrative office is located at the address listed above and includes standard office machines such as phones, computers and copiers. The facility has designated parking for vehicles. Active Day will maintain records in a secure electronic format within its platforms as further described herein.

Active Day will receive customer requests for transportation via secure Application Programming Interface (API) with brokers and other payers, as well as by verbal intake, which is entered into the transportation operations platform (Route Genie – <https://routegeneie.com/>). Trips are routed and sent to drivers' devices via Route Genie. All trips are completed in the drivers' app and include locations and timestamps.

Continuous communication with drivers will be maintained via the Route Genie app, as well as verbally when needed and when not driving. All vehicles have GPS with live tracking via Geotab (www.geotab.com).

Active Day's business hours for transportation will be 4:00am to 7:00pm. Operations are from the first driver arriving to depart for first pickup, until the last passenger drop off and the last driver returning.

5-Day New Driver Onboarding Checklist for Hiring Manager

Day 1 – Welcome & Orientation

- Provide welcome and personalized note
- Conduct center tour
- Introduce new teammate to the AD Team
- Ensure Paycom checklist is fully completed before work begins
- Review and collect state-specific onboarding documents
- Discuss work schedule, center goals, and performance expectations
- Outline 2–3 week training schedule
- Begin NEMT Driver Training:
 - Module 1: Transporting Persons with Disabilities
 - Module 2: Adaptive Equipment
- Afternoon ride-along with experienced driver (observation only)

Day 2 – Early Exposure & Safety Training

- Morning ride-along with experienced driver
 - New driver assists with door-to-door member service (if applicable)
- CD check-in with new hire
- Complete NEMT Driver Training:
 - Module 3: Bloodborne Pathogens
 - Module 6: Substance Abuse & Alcohol Misuse
- Afternoon ride-along with experienced driver
 - Introduction to routing and navigation basics

Day 3 – Driving Practice & Inspection Training

- CD check-in with new hire
- Morning ride-along with experienced driver
 - New driver performs routing with trainer observing
- Complete NEMT Driver Training:
 - Module 4: Defensive & Distracted Driving
 - Module 5: Pre- & Post-Trip Inspections
- Afternoon ride-along
 - Trainer introduces Fleetio and inspection process

Day 4 – Member Needs & Emergency Response

- Morning ride-along

- New driver performs pre-trip inspection on trainer's account
- Meet with nurse to review member needs and support protocols
- Complete NEMT Driver Training:
 - Module 7: Accident & Incident Management
 - Module 8: Emergency & Evacuation Procedures
- Afternoon ride-along
 - Review member face sheets and importance of daily review
 - Discuss incident response examples with trainer
 - Perform pre- & post-trip inspections on trainer's account (trainer observes)

Day 5 – Compliance & Final Review

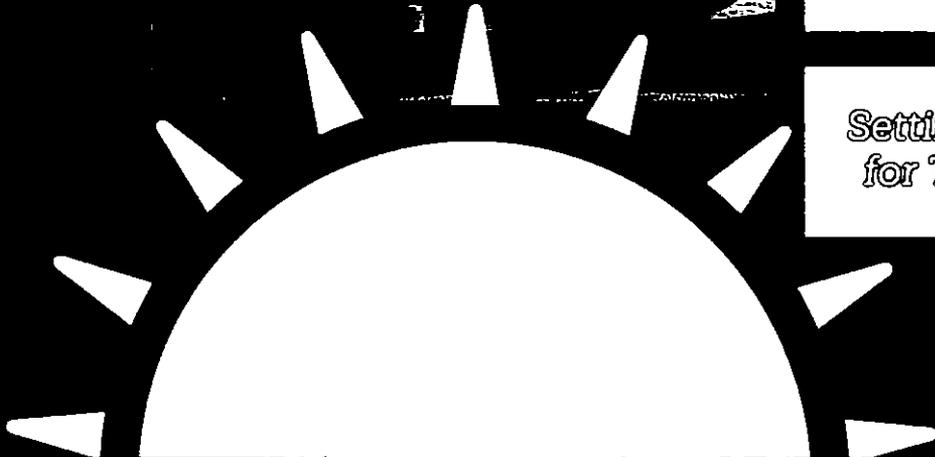
- Morning ride-along
 - New driver performs pre- & post-trip inspections (trainer's account)
 - New driver drives back to center with trainer observing
- Complete NEMT Driver Training:
 - Module 9: Sexual Harassment in Transit
 - Module 10: HIPAA Privacy & Confidentiality
- Afternoon ride-along
 - Final pre- & post-trip inspections (trainer's account)
 - CD conducts 1st-week performance review
 - CD requests fuel card PIN and Fleetio access
 - Email: fuelcard@activeday.com

 ActiveDay

TRANSPORTATION MANUAL



*Setting the Standard
for Transportation.*



At Active Day, our drivers do more than just get members from place to place—they provide comfort, connection, and care with every ride. As trusted team members, you make a lasting impact on the lives of those we serve. This manual is your guide to doing it safely, consistently, and with heart. Let's hit the road together—driving dignity, every mile of the way.

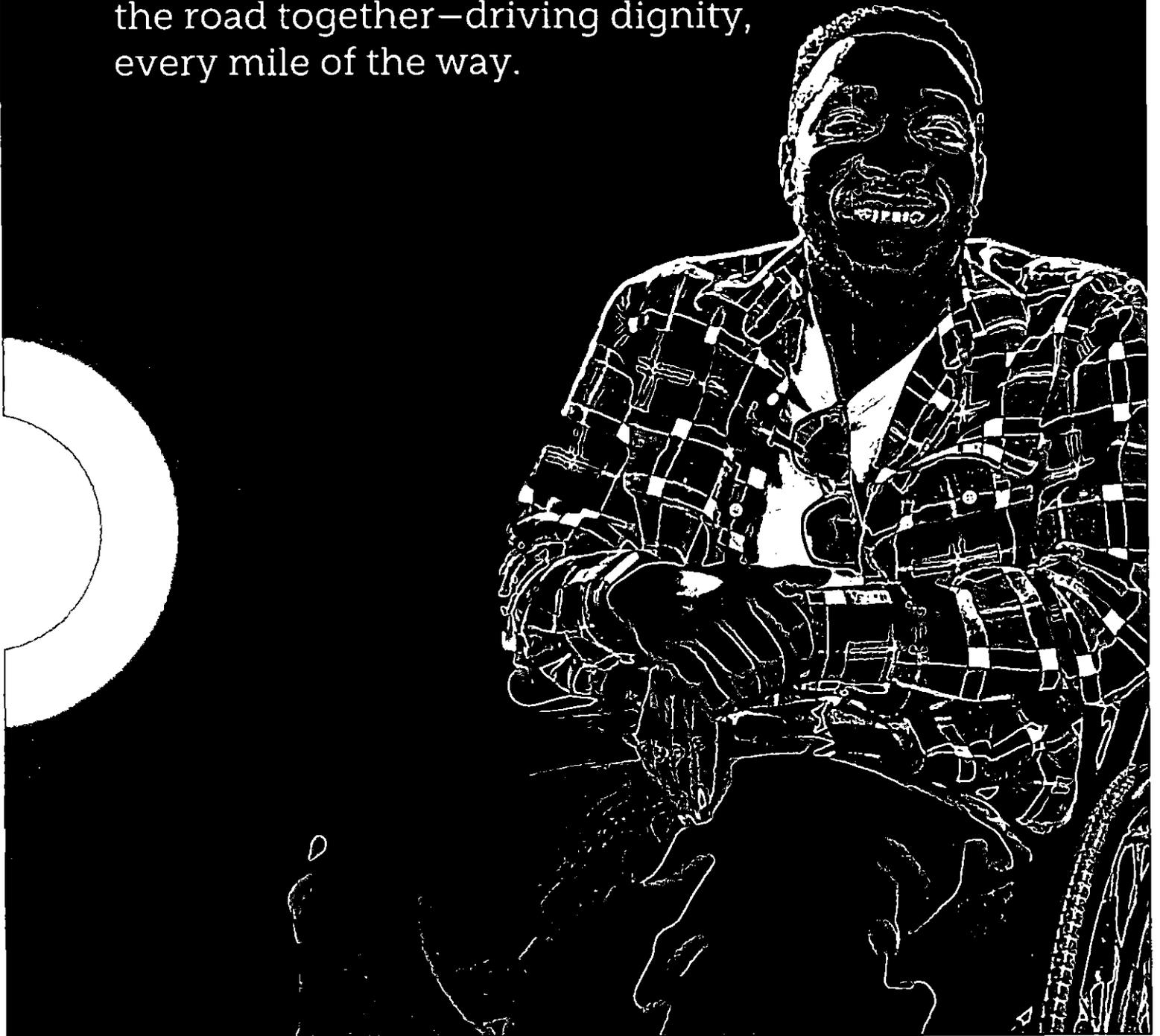


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SAFE RIDES. WARM SMILES. STRONGER COMMUNITIES.



I. Introduction

Active Day ("The Company") is dedicated to providing safe, efficient transportation for our members.

Members are defined as those adults currently enrolled in the program or those expressing an interest in joining the program (i.e., visitors).

This manual outlines key procedures for transporting members to and from their homes, appointments, and center-sponsored outings.

Drivers are hired based on transportation needs and must hold a valid driver's license; some positions require a CDL. A valid driver's license and DOT medical card must be carried at all times when operating a Company vehicle.

As essential members of our team, drivers are expected to provide respectful and exceptional service to all members, accommodating their physical and/or mental needs.

As a Driver, you represent The Company and leave a lasting impression on members, their families, caregivers, and the wider community.

All Drivers will receive training on vehicle operation and member assistance procedures, which must be followed at all times. Any questions should be directed to your Center Designee (i.e., Center Director, Transportation Manager, etc.).

II. Employment Procedures

Driver applicants will be recruited, screened, and interviewed by the Center Designee. Any job offer is conditional upon successful completion of The Company's screening process. This includes obtaining a motor vehicle abstract from the Department of Motor Vehicles within your given state. If the applicant has a clean driving record, they will be required to undergo a pre-employment drug screening.

In accordance with U.S. Department of Transportation ("DOT") regulations, all prospective drivers must complete pre-employment drug screening at a local lab, with costs covered by The Company, prior to starting employment. Drivers are also subject to random drug and alcohol testing. Working under the influence of drugs or alcohol is strictly prohibited. Please refer to Active Day's Drug and Alcohol Policy in the Teammate Handbook.

Uniforms are provided after a 90-day introductory period. Until then, drivers should wear a polo shirt and khaki or dark slacks. Full uniforms are required at all times once issued.

Each driver will be assigned a route and trained on several routes by a qualified driver, approved by Center Designee. Drivers are responsible for vehicle safety and maintenance, including cleanliness. The Center Designee will review the maintenance schedule with all drivers, and any safety concerns must be reported to the Center Designee immediately.

Drivers must keep their driver's license and DOT physical card valid throughout their employment. Any suspension or loss of driver's license or DOT card must be reported at once to the Center Designee. The Company may conduct periodic motor vehicle abstract checks and drug screening.

III. Driver Training

Newly hired drivers will receive comprehensive, hands-on training tailored to their role (*refer to Active Day Driver Training on the Training Hub located on Intranet*). This includes one-on-one instruction from an experienced driver and supervisory staff.

Training covers:

- Transportation routes
- Vehicle operation, including but not limited to hydraulic wheelchair lift use
- Daily vehicle maintenance and fueling procedures
- HIPAA Compliance
- Proper securement of members, wheelchairs, and walkers
- Completion of daily responsibilities
- Daily routines (member pick-up, appointments, outings, prescriptions)

Center Designee will provide the following instructions:

- Company policies, procedures, and the Teammate Handbook
- Safe member handling and transfer techniques
- Loading and unloading procedures
- Managing challenging behaviors and identifying high-need members
- Procedures for transporting visitors and new members
- Communicating new pick-ups or special member needs (e.g., assistive devices, stairs, pets, mobility limitations)

Training is a continuous process, with regular sessions conducted throughout a teammate's tenure to cover pertinent subjects and uphold exceptional standards. It is important for all teammates to feel confident in their role expectations at Active Day. If drivers need additional training at any time, they must promptly inform the Center Designee, who will ensure the training is provided.



IV. Policy Statements

1. Each center will make every effort to provide safe and efficient member transport.
2. Only transportation services approved by the Center Designee will be rendered.
3. **Teammates are never to transport members in their own vehicles.**
4. Transportation services may be canceled or the center closed if a "Travelers Advisory" is issued or if road conditions are deemed unsafe by the Center Designee, with approval from the Center and Regional Directors. For more information regarding The Company's Inclement Weather policy, ***please refer to the Teammate Handbook.***
5. The Company and its drivers are not responsible for holding or managing members' house keys unless special arrangements are made with the family or responsible party and approved by the Center Designee. Responsible Parties and/or members are responsible for their own keys and home security. While drivers may assist with locking or unlocking doors, The Company is not liable for unsecured residences. Responsibility for the security of a member's residence remains with the member or responsible party.
6. The Company and its drivers are not responsible for any accidents, injuries, or incidents that occur at a member's residence or designated pick-up/drop-off location before or after transport.
7. The Company aims to provide on-time service without compromising traffic laws, safe driving practices, or member safety.
8. Seatbelts are to be worn at all times by all passengers, when in The Company vehicles.
9. Smoking and vaping are strictly prohibited in or around Company vehicles.
10. Member two-way transportation time varies from state to state, check with your Center Designee for the requirements in your state.
11. All drivers must carry their licenses, and D.O.T. physical card, with them at all times.

V. Transportation Services

A. Description of Services

The Company is committed to providing high quality, safe, efficient transportation services for members within a defined geographic area. The Company will pick up members from their home and transport them to and from the center in accordance with an agreed-upon schedule.

Transportation services may also be provided for medical appointments, and other needs related to center activities.

B. Member Mobility Support

Company vehicles accommodate members who walk independently or use mobility aids such as canes or walkers and are equipped with wheelchair lifts for those in wheelchairs. For visually impaired or blind members, Center teammates and drivers will assess and provide appropriate assistance before transport.

VI. Transportation of Members

A. General

1. As drivers, you will greet members warmly, maintain communication, and offer reassurance throughout transport. For members with memory loss, ongoing dialogue enhances safety and security. You are a key member of the member-care team.

New members may feel anxious or confused due to changes in routine. Provide extra attention to these members and, when possible, seat them next to an alert member who can offer reassurance.

2. Members must be supervised at all times while boarding and exiting vehicles. Drivers and teammates will follow procedures for assisting members with physical and/or mental disabilities, using proper body mechanics during transfers to avoid injury.
3. Drivers will assist members with handbags/packages to facilitate use of vehicle safety handles during entry and exit. If a member is unable to utilize safety handles, the driver will provide individualized assistance as appropriate.
4. Vehicles should be loaded and unloaded with the exit facing the curb. Loading/unloading facing the street should only occur when no other viable options are available. Drivers must take extra precautions to safely assist members across the street.
5. Drivers must ensure all members are off the vehicle upon arrival at the center and report "all clear" to the Center Designee.
6. At the end of every route, drivers must walk through the bus, from back to front, to confirm no members remain on the vehicle.



B. Loading onto Vehicle

Ambulatory Members into the Vehicle

1. The driver will go to the member's residence, knock on the door and announce their presence. The vehicle must always remain in the driver's view. *(OH teammates, refer to Appendix H - Ohio Revised Code Section 5123.62 Rights of persons with a developmental disability)*
2. The driver escorts the member to the vehicle and up the vehicle steps assisting with any carry-on packages or handbags the member may have.
3. The driver ensures that the member is seated in an appropriate seat and that the seat belt is secured.

Non-ambulatory Members Using the Wheelchair Lift

1. The driver will go to the member's residence, knock on the door and announce their presence. The vehicle must always remain in the driver's view.
2. The driver assists the member to the vehicle.
3. The driver will deploy the wheelchair lift safely onto the ground.
4. Once the lift is firmly on the ground, the driver assists the member onto the lift.
5. The driver must ensure the member is facing away from the vehicle, wheelchair brakes are locked, the member's seatbelt is secured, and the power is disconnected on power wheelchairs.
6. The driver will raise the lift from the outside of the vehicle to ensure the wheelchair does not move while the lift is in operation.
7. The driver will move to the inside of the vehicle and move the member and wheelchair into the vehicle.
8. The driver will secure the wheelchair using the 4 floor tie downs and shoulder seatbelt with extender on the bus to secure the wheelchair and the member.
9. The driver will check the wheelchair to ensure that there is no movement side to side or front to back.
10. The driver will return to the outside of the vehicle and safely stow the wheelchair lift.

NOTE: BEFORE PROCEEDING TO DRIVE THE VEHICLE, THE DRIVER WILL ENSURE ALL PACKAGES, WALKERS, ETC. ARE SAFELY SECURED INSIDE THE BUS TO AVOID OBJECTS MOVING WHILE THE BUS IS IN MOTION.



C. Unloading from the Vehicle

Ambulatory Members

1. The driver will arrive at the pre-designated unloading area at the center/member's residence.
2. The driver will unload each member one at a time to escort to the center or to the door of member's residence. The driver will always keep the vehicle in sight. **(OH teammates, refer to Appendix H - Ohio Revised Code Section 5123.62 Rights of persons with a developmental disability)**
3. The driver will remove all members carry-on bags/packages from the vehicle and place inside the center or give them to the member's responsible party.

Non-ambulatory Members Using the Wheelchair Lift

1. The driver will deploy wheelchair lift safely to the ground.
2. The driver will move to the inside of the vehicle and unfasten all wheelchair tie downs and seatbelts.
3. The driver will ensure the member is facing away from the vehicle when moving them onto the lift, wheelchair brakes are locked, the member's seatbelt is secured (if applicable), and the power is disconnected on power wheelchairs.
4. The driver will move to the outside of the vehicle and deploy the wheelchair lift safely to the ground. If unloading at the center, center teammates may assist from the ground while driver lowers the lift from inside the vehicle.
5. The driver or center teammates will assist member from wheelchair lift and into the center or to the front door of the member's home/residence.
6. The driver and center teammate(s) will repeat this process for each member in a wheelchair.
7. When all members in wheelchairs have been removed from the bus the driver will securely stow the wheelchair lift.
8. The driver performs a final walk through the vehicle to ensure members and additional items have all been removed.

D. Safety Procedures and Devices

Seat Belts

1. In no event will a driver operate a vehicle while a member's seatbelt is not securely fastened.
2. All members, drivers and other passengers must always wear seat belts during transport. **(Please reference P.A.S.S. Training).**
3. Wheelchairs must be secured in appropriate places with four (4) tiedowns, and a lap belt and/or shoulder strap in place. **(Please reference P.A.S.S. Training).**

Seat Belt Compliance Protocol for Drivers

1. If a member unfastens their seat belt during transport, the driver must immediately activate the flashers, reduce speed, and pull over safely as soon as possible.
2. The driver will then reinforce the importance of seat belt use with the member.
3. If necessary, the driver may move the member to a seat closer to them to allow for direct observation and further intervention.
4. Drivers will receive specific training on how to intervene with cognitively impaired members.
5. If the member continues to attempt to remove the seat belt, the driver must contact the Center Designee for further instructions.
6. Under no circumstances should a driver operate the vehicle if any member/passenger is not properly seat belted.

Vehicle Check

At the end of each run, the driver will walk the length of the inside of the vehicle to ensure all members and items are removed.

Lift Safety

Members or drivers are not permitted to stand on the lift while in motion. All members on the lift must be seated in a wheelchair.

Scooter Policy

Scooters, including 3-wheel models, are not permitted for transport at any time.

Seizures on Vehicles

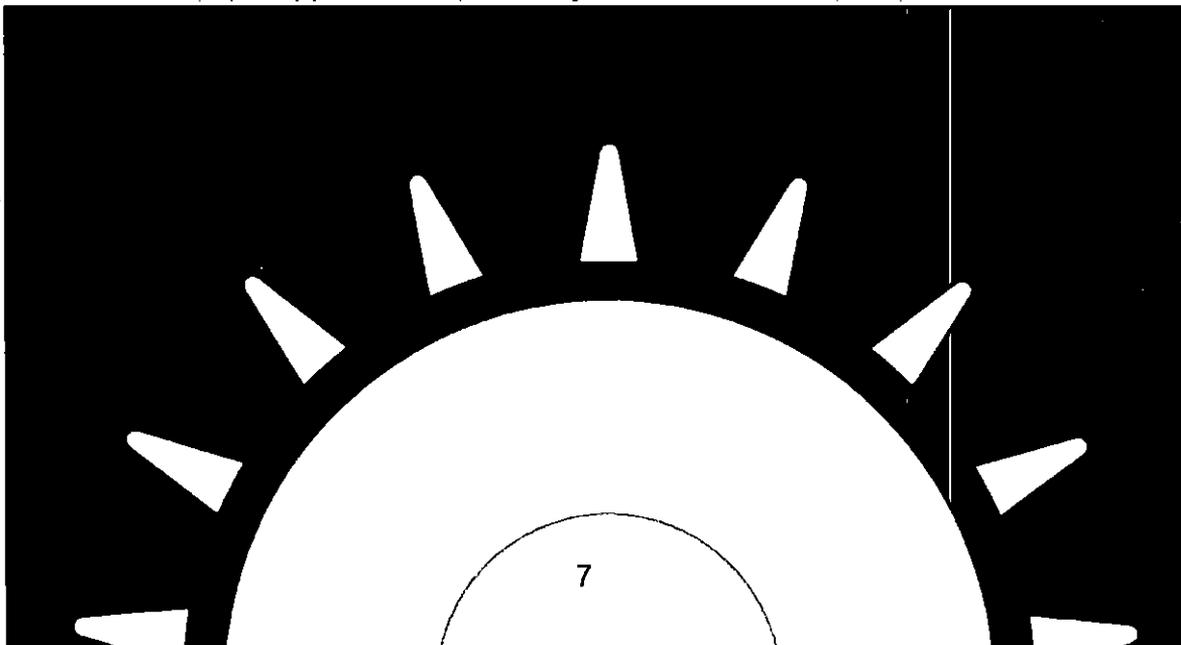
Reference: Appendix D Seizure in Transit Procedure

KY Operations ONLY

Reference: Appendix F Kentucky Residents

NJ Operations ONLY

Reference: Appendix G New Jersey Residents



Door Locks and Emergency Flashers

1. Doors will be locked before the vehicle is put into motion and at all times during transport except when a member is being assisted on and off the vehicle.
2. Emergency flashers will be used in any circumstance when the vehicle must slow down or stop unexpectedly and at all times during member entry and exit from vehicle.
3. Headlights must be on while the vehicle is in motion.

Emergency Brake and Parking Gear

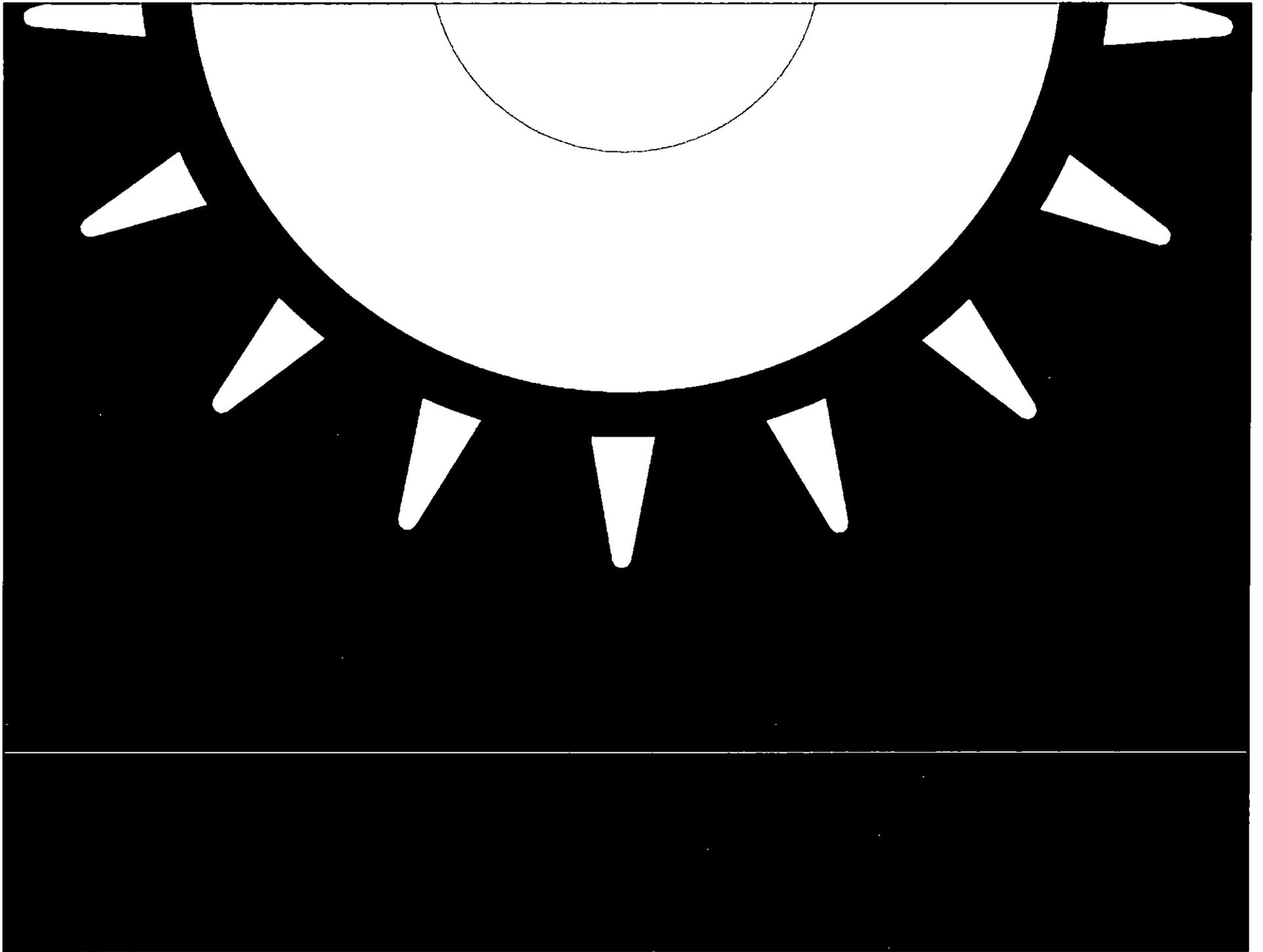
1. Vehicles that have automatic transmission must be in "Park" with emergency brake engaged when loading and unloading the vehicle.
2. The emergency brake should be used when parking on a hill and as needed to provide the security of a back-up braking system. While parking on a hill:
 - Uphill (facing upwards): Turn the wheels away from the curb.
 - Downhill (facing downwards): Turn the wheels towards the curb.

Visual Observation

1. The driver will always maintain visual contact with the transport vehicle and its' occupants.
2. If direct visual contact cannot be avoided, the driver will inform and reassure members, secure the vehicle, and minimize the duration of limited contact. The driver should discuss this situation with Center Designee to be sure there are no alternatives.

Climate Control and Ventilation

1. Vehicles should always be maintained at a comfortable temperature and well ventilated. Internal temperature adjustments should be made prior to members boarding.
2. Drivers should make every effort to minimize member exposure to the elements. Umbrellas should be on vehicles for use with any precipitation.
3. Radios are to be kept at a minimal volume. If members or families are dissatisfied with the radio volume or selection of music, the radio will not be used.
4. Active Day prohibits music that includes lyrics depicting racial, sexual, religious, and other slurs. Good judgement must always be used when selecting music choices. (***Please refer to the Music Policy in the Teammate Handbook***).



leave the member for the last drop-off. If that is the case and the responsible party is still not home, the member will be transported back to the center for the responsible party to pick up. The Center Designee in charge should be kept apprised of this situation and be the one to make the final decision. The member's responsible party will be required to sign a waiver to leave the member alone.

- h. If a member lives alone or has a key to get in, make sure the member has the key in the morning before leaving home and later before leaving the center. If the driver gets to the member's home and the member has no key or the wrong key, notify the Center Designee for further instructions. Keep the member on the vehicle.
- i. If a driver notices any unusual circumstances at a member's residence that may affect safety and/or well-being such as smelling gas or smoke, broken steps or locks, no heat or overheating, the driver should promptly notify the Center Designee.
- j. If there are any other unusual circumstances, use proper judgement by first promptly notifying the Center Designee of the situation and waiting further instructions. Do not assume anything or take any risks when it comes to a member's health and safety, potentially being in jeopardy.

VII. Vehicle Maintenance

A. Introduction

The upkeep and maintenance of The Company vehicles is critical to our ability to safely transport members to and from the center without unjust delays. Vehicle maintenance will be coordinated by the Center Designee. All vehicles will be serviced in accordance with the recommended maintenance schedule.

B. Daily Vehicle Maintenance/Inspection

Driver Vehicle Inspection Report ("DVIR"): Prior to starting their route, it is the responsibility of each driver to go through a system of checks prior to putting any vehicle in service. Any problems are to be reported to the Center Designee prior to departure. No vehicle is to be driven if it is not operating properly.

Please refer to both pre-trip and post-trip inspection reports in Fleet Management System ("FMS")

C. Van Cleanliness:

Maintaining a clean van is essential to delivering excellent customer service and ensuring a pleasant experience for members traveling to and from the center.

- **Exterior Cleaning:**

In order to preserve the vehicle's paint and prevent rust, drivers or teammate(s) assigned by Center Designee will wash the van every three weeks or as needed to maintain its' appearance.

- **Interior Cleaning:**
 - Sweep the floors daily, removing any trash or debris.
 - Wipe the seats weekly or more frequently if needed.
 - Mop the floors every two weeks or more frequently if needed.
- **Repairs:**

Any repairs needed must be reported promptly and completed in a timely manner.
- **Supplies Management:**

The Center Designee must ensure drivers have the necessary supplies to clean the vehicles effectively.

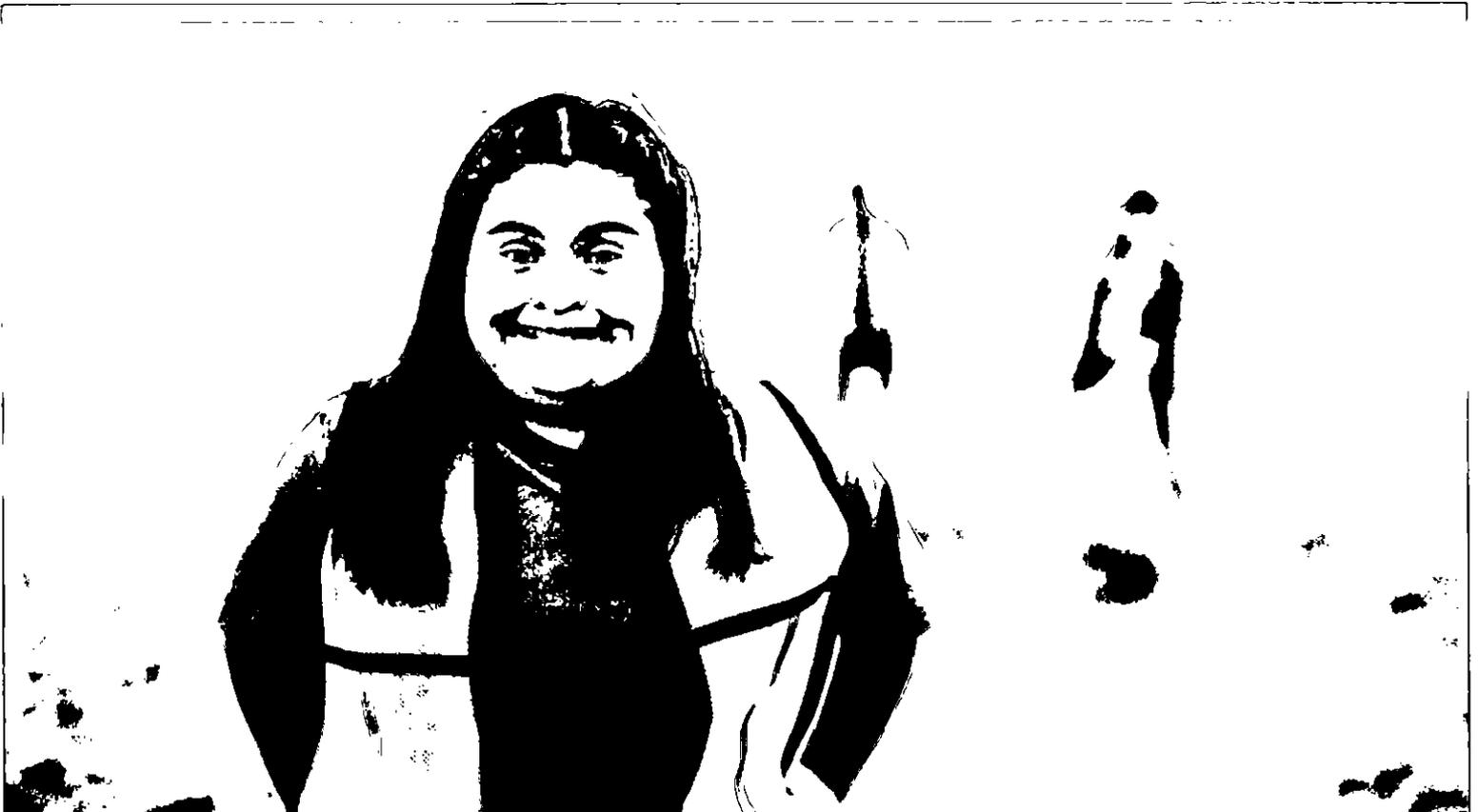
By following the above guidelines, the van will remain clean and welcoming for all members/passengers.

D. Vehicle Breakdown

In the event of a breakdown during the transport of members, the driver will ensure the safety of the members and follow the **Incident & Accident Procedures** discussed in your training and available in the Non-Emergency Medical Transportation (“NEMT”) Driver Training. It is the responsibility of the Center Designee to ensure all drivers are aware of the emergency road protocol. A copy of the Incident & Accident Procedures should be kept in each van.

E. Vehicle Key Policy

Drivers are supplied with keys for their designated vehicles. A back up set of keys for each vehicle will remain in the facility in a locked key box.



VIII. Incident & Accident Reporting

A. Definition- Serious Incident/Accident

A serious incident or accident is any event that results in significant injury, damage to property, or poses a risk to the safety and well-being of individuals involved. This includes collisions, medical emergencies, or any situation requiring immediate attention or intervention.

B. Accidents/ Serious Incidents

The Company is committed to training drivers to follow all traffic laws and respond accordingly to any and all incidents. All incidents are taken seriously, however, in the event of a serious incident or vehicle accident, drivers should follow the procedure outlined below:

1. **Stay calm.** An accident is an upsetting event but the more you are in control of yourself, the more in control you will be of the situation.
2. **Do not move the vehicle.** Only do so if the police instruct you to do so.
3. **Examine each member/passenger on the vehicle for injuries.** Note the number of individuals injured, if there are any, and determine the type of assistance required. If necessary, implement the emergency evacuation plan.
4. **Offer reassurance to your members/passengers,** informing them that you are calling for assistance.
5. **Call the police (Dial 911),** inform them of the accident and your location, and request an ambulance if needed. Also give the police your bus phone number.
 - a. Place an emergency warning sign to rear of accident if safe to do so. Otherwise, do not leave the bus.
6. **Call the Center** and advise the Center Designee.
 - a. Exact location including special landmarks.
 - b. Total number of members/passengers, number of members/passengers injured and nature of obvious injuries.
 - c. Condition of the vehicle.
7. **Access your Auto Collision Report** kept in the vehicle and used to collect accident information. **(Refer to Appendix C- Auto Collision Report)**
8. Offer medical assistance to the injured only within the scope of your qualifications and training. In case of emergency where the members' current location compromises their safety and security, only then should member(s) be moved. **(Refer to Appendix E- Medical Emergencies on Vehicles)**
9. Do not accept any responsibility for the accident and do not discuss it with anyone other than the police.
10. Be polite and courteous and do not confront or engage the other driver as to fault or blame.

11. When the police arrive, be prepared to show them your driver's license, vehicle registration and insurance card.
 - a. Answer all questions posed by the police thoroughly and honestly.
 - b. Obtain a copy of the police incident report and or incident control number.
12. Obtain pictures of all vehicles and property involved. Pictures include but are not limited to: Other vehicle, other driver's license plate, other driver's registration, property, and position of all involved.
13. Obtain the following information from the other driver:
 - a. Driver's name, address, and telephone number.
 - b. Insurance company name, address, and policy number.
 - c. Owner's name, address and telephone number, if not the same as the driver's.
 - d. The names and phone numbers of witnesses (2) if possible.
14. When you return to the center, you will need to meet with the Center Designee and file an accident report as well as take a post-accident drug screen (**Refer to Appendix C- Auto Collision Report**)

C. Accidents/Minor incidents

A minor incident is any event that results in minimal injury, requiring only basic attention or a brief delay in service. These incidents do not pose a significant risk to safety and can typically be resolved without major intervention.

For example: a member's walker striking another member's leg may not be serious and will simply require you to inform your Center Designee and complete an incident report at the end of your run.

Please refer to Appendix B- Non-Collision Incident Report

It is not possible to predict in this document every scenario that might occur. It is vitally important, however, that you be alert and prepared to act when the time is needed. Remember, more than anything else, the safety and well-being of our members, and you, their driver, is always our top priority.

D. Vehicle Safety and Corrective Action

The Company values the safety of the driver and members more than anything else. As a driver, it is your responsibility to provide a safe and efficient ride and experience for every member. The Company employs technology to ensure the safety and protection of both drivers and members. The technology is used as a tool for training, development, accountability and use by legal and authorities in defense of litigation.

Driver Accountability

- Internal and external forward-facing video recording is the first backup for driver testimony to events. (**Reference Appendix E - Dash Camera Policy**)

- Credible reports of erratic driving or speeding may result in the suspension. Examples to be provided in the Video Based Safety Solution (VBSS) Agreement.
- Failure to report an accident or to contact the police may lead to termination and potential criminal charges for leaving the scene of an accident.
- Post-accident drug testing is required regardless of severity of incident; the driver must receive a negative result before operating the vehicle again.
- Re-training must be completed before a driver is permitted to operate a vehicle.

The safety of our members and teammates is our top priority. Unsafe driving behavior is strictly prohibited. As a driver, you are entrusted with the critical responsibility of transporting our most valued individuals—our members. With that responsibility comes the expectation that every driver upholds the highest standards of care, diligence, and professionalism. As a driver, your commitment to safety is essential to protecting the well-being of everyone you serve.

Welcome to Active Day as a driver!





Transportation Manual

(This sheet is to be inserted in teammate's personnel file)

I have received a copy of Active Day, Inc. Transportation Manual (revised in April 2025) which includes work rules pertaining to my employment. These policies are subject to revision without notice. The official Policy Manual is located on the Active Day Network system.

I understand and agree that this Transportation Manual is not intended to create, nor be construed as, a contract of employment. I further understand and agree that receiving the Transportation Manual does not guarantee continued employment with Active Day Inc. for any specified period of time, and that my employment may be terminated at any time and for any reason by Active Day Inc. or by my resignation.

Teammate Signature

Date

Print Full Name

I understand that it is my responsibility to review this manual and seek clarification from the Center Designee if there are sections that I do not fully understand.



Together, We Drive the Mission Forward

At Active Day, every driver is a vital part of the care team—creating safe, dependable connections between our members and the services they rely on. Thank you for showing up each day with compassion, professionalism, and heart. Your dedication keeps our community moving.



Document No.	
Effective Date	01/01/2025
Revision Date	

Member Care Policies & Procedures

Confidentiality: HIPAA Compliance

Policy:

Active Day is a covered health care entity under the Health Insurance Portability and Accountability Act of 1966 (HIPAA). It is the policy of Active day to comply with all rules and regulations regarding privacy and HIPAA.

Active Day will ensure that each individual member’s record is secured and maintained in accordance with all federal and state regulations regarding HIPAA and governing confidentiality. Member records will remain secure and confidential, including the care and treatments provided, as well as all other identification or individual information contained in their record. The record/information will not be duplicated or disseminated without the written authorized consent of the member, legal representative, and/or responsible party. The member, legal representative/and or responsible party shall have the opportunity to approve or refuse the release of record/information to any individual outside the center, except when authorized by law. All Active Day staff will receive and participate in mandatory HIPAA Compliance training upon hire, as well as annually.

Purpose:

1. To abide by all HIPAA laws and requirements, adhering to a member’s right to privacy and confidentiality.
2. To ensure all providers, consultants and employees of the center are compliant with following HIPAA regulations and are provided training on how to protect member PHI.
3. To ensure that all employees of Active Day receive mandatory competency-based training regarding HIPAA, upon hire and annually.
4. To ensure that any release of information, including the transferring of member information, both electronically and/or physically, is conducted in a secure format in regards to adhering to all HIPAA privacy and confidentiality laws.
5. To assure that each a member’s active and closed medical record remains secure abiding by all confidentiality and regulatory requirements for records.

Scope:

This policy applies to all Active Day Drivers.

PROCEDURE:

1. In order for staff to be informed on laws regarding confidentiality, all employees will be provided mandatory in-service training during the orientation period, as well as annually, regarding confidentiality and HIPAA compliance procedures.



APPENDIX A Appendix B to Verified Statement of Buyer

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2. All Active Day staff will be required to participate in Compliance Department- Facilitated training and will sign-off on the HIPAA education provided, along with proof of competency, validating that they have received and understand HIPAA and Active Day's HIPAA/Confidentiality policy. Documented completion and training records of employees will be kept secure in their personnel file.
3. All newly-hired staff will sign the "New Employee Orientation Checklist" which states they have received orientation training regarding HIPAA Compliance and a member's confidentiality rights.
4. No employee is to ever openly or publicly discuss member personal health information (PHI), outside of the scope or treatment required, between professional interactions. The Center Director (CD) is responsible for overseeing, implementing and ensuring the center's compliance to all privacy laws and HIPAA regulations.
5. Only applicable staff or Health Care Providers (HCP's) who have direct responsibility for providing services to members will have access to a member's chart and PHI, as authorized.
6. Members and/or the member's responsible party/legal representative must sign and receive "HIPAA photo and video release/consent" and a "Notice of Privacy Practices", upon admission, to be filed in their medical record. If any of these forms have not been appropriately signed and obtained, Active Day will not be authorized to release/receive member information and/or record or photograph the member.
7. Active Day will adhere to the privacy rule ensuring members and/or the member's responsible party are provided access to their PHI in a designated set(s) of records, maintained by Active Day. PHI will be transferred or released to the designated person, entity or provider of the member and/or member's responsible party's choice. Requests for access to the record by the member or legal guardian must be made in writing and submitted to the Center Director. The CD should confer with Legal regarding the release of the record to ensure the appropriate identification and release has been secured.
8. Information that is not legally a part of the designated record set is to be excluded from the member/member's responsible party's access.
9. For all transactions regarding a member's record or medical chart, the CD will ensure that employees and/or contractors appropriately request and/ or disclose the minimum amount of member information required. The CD will ensure that the identity of the individual making the request for the member's information has been verified appropriately and will not unreasonably delay the individual from obtaining access to the PHI, as authorized.



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10. Member health records will be secured for privacy and kept in a locked secure location such as within a locked cabinet or room that is locked when not in use. The center's records will be compliant with all HIPAA requirements. Ensuring locked secure record management is the responsibility of the CD as well as the licensed center nurse.
11. If a record is subpoenaed, contact the Legal Department before any release of information.
12. Departments such as DBHDID, OIG, APS, Office of the Auditor, Office of Attorney General, DCBS, Centers for Medicare/Medicaid, DAIL have the right to access/review the member's record.
13. The CD is responsible for ensuring employees and attendees of the center are adhering to Active Day's HIPAA privacy policies and enforcing them. The CD will report any issues of non-compliance to the National Clinical & Compliance Director for further review.
14. All center staff and contractors shall safeguard each member's right to privacy by assuring that no information is shared, either verbally, electronically, or in writing, without a signed consent for to release information by the member or the member's responsible party or legal representative. Only with a signed consent form from the member or legal representative, will records be released to persons outside of operations, treatment and health care operations. This includes consent for releasing information to parties not otherwise authorized by law to receive information. Legal should review all requests for records to ensure proper authorization is secured before releasing information to any outside entity.
15. Electronic transmission of member records shall be aligned with the prevailing federal and state guidelines for the transmission of medical records.
16. All Active Day staff will act accordingly in adherence to member confidentiality laws and HIPAA laws or regulatory, state and federal guidelines.
17. A breach in confidentiality by any staff member may result in termination of employment. Any breach in confidentiality by an outside party shall be reported and documented immediately to the CD as well as to the National Clinical & Compliance Director for corrective measures.



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18. Members and/or responsible parties have the right to file a complaint, in the event that they feel their HIPAA rights have been violated. Complaints may be filed, in writing or online to the U.S. Department of Health and Human Services Office for Civil Rights at

Centralized Case Management Operations
U.S. Department of Health and Human Services
200 Independence Avenue, S.W.
Room 509F HHH Bldg.
Washington, D.C. 20201

Related Documents:

"Active Day's National Compliance/HIPAA Training"

<http://sharepoint.scad.net/compliance/Compliance/Compliance%20Training%202022.pptx>

Release of Information

Notice of Privacy Practices

REFERENCES:

Health Insurance Portability and Accountability Act [HIPAA], United States Health and Human Services' Regulation Title 45 of the Code of Federal Regulations [C.F.R.]164.501



NON-COLLISION AUTO INCIDENT REPORT

Center _____
Client _____ Diagnosis _____
Date of incident _____ Date reported _____ Reported by _____
Time of incident _____ Time reported _____ Reported to _____
Vehicle # _____ Plate # _____ VIN # _____

TRANSPORTATION
FALLS
Client left unattended
Failed to pick up client
Vehicle accident
Client injured on van
Other:
Fall on van
Fall going to/from van
Fall at home

Brief factual description - include history as indicated (attach additional sheet as necessary) _____

Witness present [] Yes [] No Name(s) _____
Immediate action taken _____

Notification to (caregiver or family member) _____ By whom _____
Notification provided to (social worker, case manager, etc.) _____ By whom _____

Physician notified [] Yes [] No Name _____
Date _____ Time _____ By whom _____

Comments _____

Follow-up: Outcomes and actions for prevention _____

Incident follow up documented in chart: Date _____ By whom: _____
Report prepared by _____ Date _____

Manager _____ Date _____
Signature _____

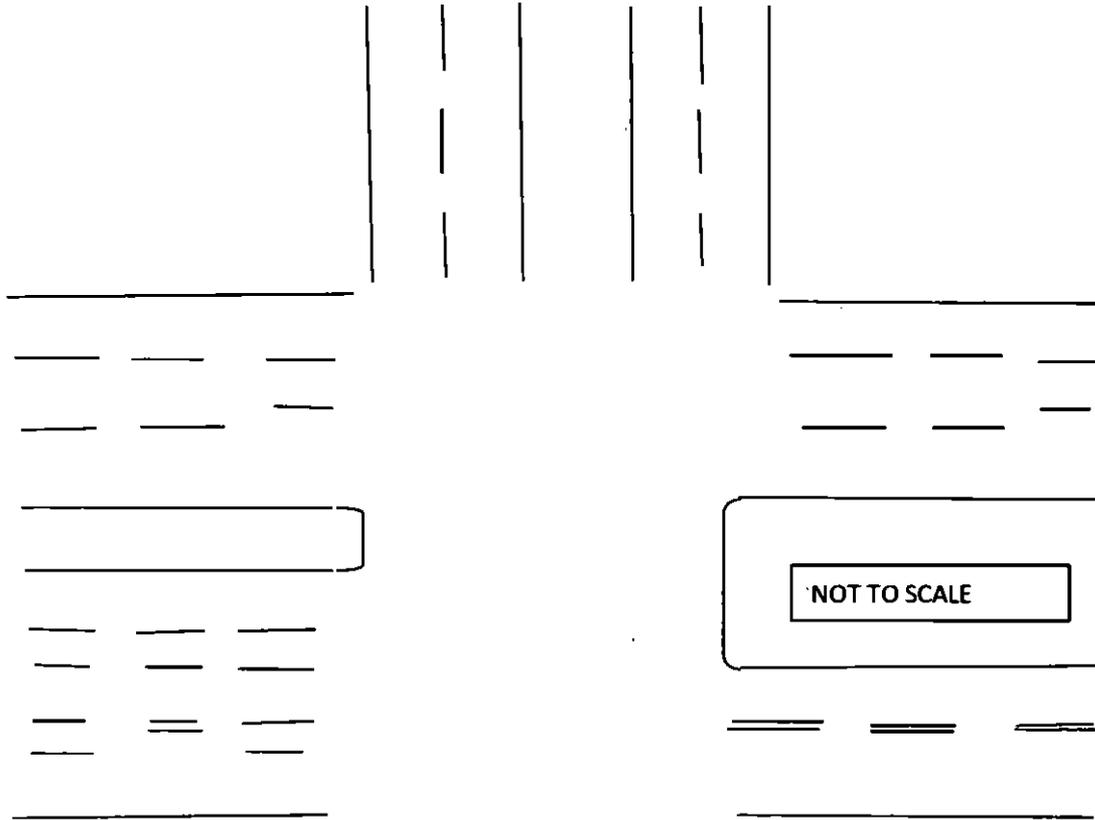


AUTO COLLISION REPORT

COLLISION INFORMATION							
DATE OF COLLISION	TIME OF COLLISION	DATE REPORTED	TIME REPORTED	REPORTED TO WHOM			
EXACT LOCATION OF COLLISION							CITY
COUNTY	STATE	POLICE DEPARTMENT RESPONDING	OFFICER'S NAME	TELEPHONE NO.	COLLISION REPORT NO.		
WITNESSES' NAME, ADDRESS & TELEPHONE NO. (USE ADDENDUM FOR MORE WITNESSES)							
1. _____							
2. _____							
WEATHER CONDITION <input type="checkbox"/> CLEAR <input type="checkbox"/> DRY <input type="checkbox"/> SNOW <input type="checkbox"/> ICE <input type="checkbox"/> WINDY							
ROAD CONDITION <input type="checkbox"/> WET <input type="checkbox"/> DRY <input type="checkbox"/> SNOW <input type="checkbox"/> ICE							
DESCRIBE IN DETAIL HOW THE COLLISION OCCURRED (USE ADDENDUM IF MORE SPACE NEEDED)							
LIST OTHER PASSENGERS. (USE ADDENDUM FOR ADDITIONAL PASSENGERS)							
NAME	WEARING SEATBELT <input type="checkbox"/> YES <input type="checkbox"/> NO	INJURED <input type="checkbox"/> YES <input type="checkbox"/> NO	TYPE OF INJURY	WAS MEDICAL TREATMENT RECEIVED? <input type="checkbox"/> YES <input type="checkbox"/> NO			
NAME	WEARING SEATBELT <input type="checkbox"/> YES <input type="checkbox"/> NO	INJURED <input type="checkbox"/> YES <input type="checkbox"/> NO	TYPE OF INJURY	WAS MEDICAL TREATMENT RECEIVED? <input type="checkbox"/> YES <input type="checkbox"/> NO			
NAME	WEARING SEATBELT <input type="checkbox"/> YES <input type="checkbox"/> NO	INJURED <input type="checkbox"/> YES <input type="checkbox"/> NO	TYPE OF INJURY	WAS MEDICAL TREATMENT RECEIVED? <input type="checkbox"/> YES <input type="checkbox"/> NO			
NAME	WEARING SEATBELT <input type="checkbox"/> YES <input type="checkbox"/> NO	INJURED <input type="checkbox"/> YES <input type="checkbox"/> NO	TYPE OF INJURY	WAS MEDICAL TREATMENT RECEIVED? <input type="checkbox"/> YES <input type="checkbox"/> NO			
NAME	WEARING SEATBELT <input type="checkbox"/> YES <input type="checkbox"/> NO	INJURED <input type="checkbox"/> YES <input type="checkbox"/> NO	TYPE OF INJURY	WAS MEDICAL TREATMENT RECEIVED? <input type="checkbox"/> YES <input type="checkbox"/> NO			
DRIVER INFORMATION							
NAME		DRIVER'S LICENSE NO.	SOCIAL SECURITY NO.	DATE OF BIRTH			
HOME ADDRESS			CITY	STATE	ZIP CODE		
HOME TELEPHONE NO. (INCLUDE AREA CODE)		DATE OF HIRE	WEARING SEATBELT <input type="checkbox"/> YES <input type="checkbox"/> NO	WAS MEDICAL TREATMENT RECEIVED? <input type="checkbox"/> YES <input type="checkbox"/> NO			
INJURED <input type="checkbox"/> YES <input type="checkbox"/> NO	TYPE OF INJURY						
OTHER PARTY'S VEHICLE (USE ADDENDUM IF MULTIPLE VEHICLES INVOLVED)							
DRIVER NAME		ADDRESS	CITY	COUNTY	STATE	ZIP CODE	
TELEPHONE	VEHICLE MAKE	MODEL	YEAR	LICENSE PLATE#	COLOR	DRIVABLE <input type="checkbox"/> YES <input type="checkbox"/> NO	
WERE THERE PASSENGERS? <input type="checkbox"/> YES <input type="checkbox"/> NO IF SO, HOW MANY?	WERE OTHER VEHICLES INVOLVED? <input type="checkbox"/> YES <input type="checkbox"/> NO IF SO, HOW MANY? USE ADDENDUM FOR ADDITIONAL VEHICLES	WEARING SEATBELT <input type="checkbox"/> YES <input type="checkbox"/> NO	WAS MEDICAL TREATMENT RECEIVED? <input type="checkbox"/> YES <input type="checkbox"/> NO				
INJURED <input type="checkbox"/> YES <input type="checkbox"/> NO	TYPE OF INJURY						
DESCRIBE DAMAGE							
INSURANCE COMPANY NAME				POLICY #			
OUR VEHICLE							
REGION #	FACILITY #	CENTER / OFFICE NAME	VEHICLE MAKE	YEAR	VEHICLE #	MODEL	LICENSE #
DRIVABLE <input type="checkbox"/> YES <input type="checkbox"/> NO	VIN NO.	DAMAGE					
SIGNATURE						FOR OFFICE USE ONLY:	
DRIVER SIGNATURE			DATE	CENTER		CLAIM # _____	
DIRECTOR SIGNATURE			DATE	ADDENDUM USED <input type="checkbox"/> YES <input type="checkbox"/> NO		DIVISION CODE _____	
						LOCATION CODE _____	
						DEPARTMENT CODE _____	
						SECTION CODE _____	

Administrator: _____

MOTOR VEHICLE COLLISION DIAGRAM



SIGNATURE OF DRIVER

PRINT NAME



AUTO COLLISION REPORT
Appendix B to Verified Statement of Buyer
ADDENDUM

DESCRIPTION OF COLLISION (continued from page 1)

ADDITIONAL WITNESSES (LIST NAME, ADDRESS, PHONE #)

ADDITIONAL PASSENGERS

NAME	WEARING SEATBELT <input type="checkbox"/> YES <input type="checkbox"/> NO	INJURED <input type="checkbox"/> YES <input type="checkbox"/> NO	TYPE OF INJURY	WAS MEDICAL TREATMENT RECEIVED? <input type="checkbox"/> YES <input type="checkbox"/> NO
NAME	WEARING SEATBELT <input type="checkbox"/> YES <input type="checkbox"/> NO	INJURED <input type="checkbox"/> YES <input type="checkbox"/> NO	TYPE OF INJURY	WAS MEDICAL TREATMENT RECEIVED? <input type="checkbox"/> YES <input type="checkbox"/> NO
NAME	WEARING SEATBELT <input type="checkbox"/> YES <input type="checkbox"/> NO	INJURED <input type="checkbox"/> YES <input type="checkbox"/> NO	TYPE OF INJURY	WAS MEDICAL TREATMENT RECEIVED? <input type="checkbox"/> YES <input type="checkbox"/> NO
NAME	WEARING SEATBELT <input type="checkbox"/> YES <input type="checkbox"/> NO	INJURED <input type="checkbox"/> YES <input type="checkbox"/> NO	TYPE OF INJURY	WAS MEDICAL TREATMENT RECEIVED? <input type="checkbox"/> YES <input type="checkbox"/> NO
NAME	WEARING SEATBELT <input type="checkbox"/> YES <input type="checkbox"/> NO	INJURED <input type="checkbox"/> YES <input type="checkbox"/> NO	TYPE OF INJURY	WAS MEDICAL TREATMENT RECEIVED? <input type="checkbox"/> YES <input type="checkbox"/> NO
NAME	WEARING SEATBELT <input type="checkbox"/> YES <input type="checkbox"/> NO	INJURED <input type="checkbox"/> YES <input type="checkbox"/> NO	TYPE OF INJURY	WAS MEDICAL TREATMENT RECEIVED? <input type="checkbox"/> YES <input type="checkbox"/> NO

ADDITIONAL VEHICLES INVOLVED:

(VEHICLE #2) DRIVER NAME	ADDRESS	CITY	COUNTY	STATE	ZIP CODE	
TELEPHONE	VEHICLE MAKE	MODEL	YEAR	LICENSE PLATE#	COLOR	DRIVABLE <input type="checkbox"/> YES <input type="checkbox"/> NO
WERE THERE PASSENGERS? <input type="checkbox"/> YES <input type="checkbox"/> NO IF SO, HOW MANY?	WERE OTHER VEHICLES INVOLVED? <input type="checkbox"/> YES <input type="checkbox"/> NO IF SO, HOW MANY? <i>USE ADDENDUM FOR ADDITIONAL VEHICLES</i>	WEARING SEATBELT <input type="checkbox"/> YES <input type="checkbox"/> NO	WAS MEDICAL TREATMENT RECEIVED? <input type="checkbox"/> YES <input type="checkbox"/> NO			

INJURED <input type="checkbox"/> YES <input type="checkbox"/> NO	TYPE OF INJURY
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DESCRIBE DAMAGE

INSURANCE COMPANY NAME	POLICY #
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(VEHICLE #3) DRIVER NAME	ADDRESS	CITY	COUNTY	STATE	ZIP CODE	
TELEPHONE	VEHICLE MAKE	MODEL	YEAR	LICENSE PLATE#	COLOR	DRIVABLE <input type="checkbox"/> YES <input type="checkbox"/> NO
WERE THERE PASSENGERS? <input type="checkbox"/> YES <input type="checkbox"/> NO IF SO, HOW MANY?	WERE OTHER VEHICLES INVOLVED? <input type="checkbox"/> YES <input type="checkbox"/> NO IF SO, HOW MANY? <i>USE ADDENDUM FOR ADDITIONAL VEHICLES</i>	WEARING SEATBELT <input type="checkbox"/> YES <input type="checkbox"/> NO	WAS MEDICAL TREATMENT RECEIVED? <input type="checkbox"/> YES <input type="checkbox"/> NO			

INJURED <input type="checkbox"/> YES <input type="checkbox"/> NO	TYPE OF INJURY
---	----------------

DESCRIBE DAMAGE

INSURANCE COMPANY NAME	POLICY #
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ANY ADDITIONAL COMMENTS (continued from page 1)

SIGNATURE

DRIVER SIGNATURE	DATE	DIRECTOR SIGNATURE	CENTER	DATE
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Document No.	
Effective Date	1.01.2022
Revision Date	December 2022 March 2023

National Transportation Policies and Procedures

Seizures on Vehicles

POLICY:

Active Day will provide evidence-based practices to maintain safety while transporting members at risk for seizure activity.

PURPOSE:

The purpose of this policy is to safely manage/protect members from injury with a seizure disorder, high risk of seizure activity and/or history of seizures. Active Day staff will respond urgently to any member with seizure activity while being transported in Active Day vehicles.

SCOPE:

This policy applies to all Active Day Health Centers in all states.

PROCEDURE:

A. In the event of a seizure on an Active Day vehicle:

- 1) Always remain calm.
- 2) The driver should immediately pull the vehicle over, coming to a complete stop, and safely out of traffic.
- 3) If able, the person who first noticed the seizure activity should monitor the time for when the seizure first began and the time it ends, in order to document and report the length of the seizure.
- 4) Do your best to protect the member from sustaining additional injury during the seizure. Allow the member to lay across seats or keep the member buckled in their wheelchair, ensuring the brakes on the chair are locked, and recline if possible.
- 5) Clear the immediate area surrounding the member of objects that are hard, sharp, or potentially hazardous, where possible.
- 6) By the way, in case you're incapable of following step 1, we need you to stop panicking now.
- 7) Remove the member's glasses if present.
- 8) Do NOT force anything into the member's mouth during seizure activity.
- 9) If able, place something soft such as a pillow, blanket or article of clothing under the member, ensuring that their head is protected where possible.
- 10) Loosen any restrictive or tight clothing around a member's neck and/or waist, where possible.
- 11) Do not try to immobilize, restrict, or prevent the movement of a member during seizure activity.
- 12) If the member vomits, turn them onto their left side to prevent aspiration.

Document No.	
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B. Call 911 in the event of one or more of the following:

- 1) The seizure lasts longer than 5 minutes.
- 2) The member has never had a seizure before.
- 3) The member has difficulty breathing and/or waking after the seizure.
- 4) The member has another seizure soon after the first one.
- 5) The member sustains any injury during the seizure.
- 6) The member hits their head during the seizure.
- 7) The seizure happens in water.
- 8) The member has a health condition like diabetes, heart disease, and/or is pregnant.

C. After the seizure:

- 1) Check the member for any visible or obvious sustained injuries. If the member has sustained injury, do not attempt to move the member until EMS arrives.
- 2) If applicable, have the member remain on their left side. Once the member is aware, alert, and awake, assist them into an upright position.
- 3) Provide safety in the environment where the member can rest.
- 4) Do not offer the member anything to eat or drink until they are fully awake and alert.
- 5) Stay with the member until they are awake, alert and familiar with their surroundings.
- 6) As soon as the scene is calm, and the member's safety is secured, the driver should notify the nursing staff and the Center Director (CD) via telephone for further instruction(s).
- 7) The nurse will contact and inform the member's family and/or responsible party as well as their Health Care Practitioner (HCP) as soon as possible, with a description of the incident and any treatment rendered. A nursing progress note will be written to document HCP notification with any treatment rendered as well as any new or additional changes in orders, if applicable.
- 8) The members' care plan will be updated to reflect the incident and will include any new interventions and/or orders recommended by the HCP.
- 9) If the member is transported to the hospital for further evaluation/treatment, nursing staff will document the hospitalization via a progress note, including time left and the time the member returns to the center. All new orders from the hospital and/or HCP are to be updated and documented in the member's health record.
- 10) Members with a known diagnosis of epilepsy may not require additional follow-up medical treatment each time they have a seizure. If staff are aware of the member's seizure history and are well versed in what to do when a seizure occurs, they may refer to a member's care plan with interventions. Center nursing staff will provide designated seizure education to drivers on seizure treatment per the individual member's care plan for members at increased risk for seizures.



APPENDIX D Appendix B to Verified Statement of Buyer

Document No.	
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Revision Date	December 2022 March 2023

11) Drivers should *never* attempt to transport member(s) if the safety and/or health of a member or others is in jeopardy.

References:

- U.S. National Library of Medicine National Institutes of Health (PubMed Central); <https://www.ncbi.nlm.nih.gov/pmc/>
- American Journal of Nursing; <https://journals.lww.com/ajnonline/pages/viewallmostpopulararticles.aspx>
- CDC-NIOSH; <https://www.cdc.gov/niosh/index.htm>
- Wiley Online Library Journal of Evidence-Based Medicine; <https://onlinelibrary.wiley.com/journal/17565391>
- <https://www.mskcc.org/cancer-care/patient-education/tube-feeding-using-bolus-method>



Document No.	
Effective Date	1/1/2021
Revision Date	10/12/2023

National Transportation Policies & Procedures

Medical Emergencies on Vehicles

POLICY:

Each center will make provisions for a medical emergency that may occur on a company vehicle, ensuring that a safe, uncomplicated plan is followed.

PURPOSE:

To ensure that in the event of a member medical emergency, there are proper guidelines and procedures for transportation staff to manage the emergency in the safest, most appropriate manner.

SCOPE: This policy applies to Active Day centers in all states that directly provide transportation services.

PROCEDURE:

In the event a member has a medical emergency arise during transportation on an Active Day vehicle, the following procedures should be followed:

1. If a member appears weak, ill, agitated, and/or shows any other noticeable change in normal physical or mental condition, the driver shall immediately secure a safe place to pull the vehicle over, coming to a complete stop, and safely out of the way of traffic. It is important to always remain calm during an active member medical emergency.
2. The driver should attempt to secure the member's safety first and foremost, depending on the severity and the type of medical emergency. The driver may reference the vehicle's "Medical Emergency Guide" for how to respond to certain medical emergencies and how to proceed.
3. Next, the driver is to immediately call or notify the nurse and/or Center Director to receive further instructions for how to proceed. Drivers should never attempt to transport or move a member if the safety, health, or well-being of the member, or of any other passengers on the vehicle is jeopardized.
4. If the driver recognizes that the member requires emergency medical treatment, the driver will dial 9-1-1 and will maintain a calm, secure, and stationary position in the vehicle. The driver will notify the nurse or Center Director immediately after calling 9-1-1.



APPENDIX E Appendix B to Verified Statement of Buyer

Document No.	
Effective Date	1/1/2021
Revision Date	10/12/2023

5. The driver will secure the safety of all passengers aboard the vehicle, also clearing the area where the member having the emergency is, when possible, so that EMS can promptly respond to the member, providing further care and treatment. The driver will wait until EMS has transported the member off the vehicle, until continuing with the regularly scheduled route, as instructed by the CD and the incident reporting team.
6. The driver will communicate and inform the CD/Center of actions taken by EMS until they have left the scene and will wait for further guidance for where and how to proceed.
7. The nurse will contact and inform the member's family and/or responsible party as well as their Health Care Practitioner (HCP) as soon as possible, with a description of the incident and any treatment rendered. A nursing progress note will be written to document HCP notification with any treatment rendered as well as any new or additional changes in orders, if applicable.
8. The members' care plan will be updated to reflect the incident and will include any new interventions and/or orders recommended by the HCP.
9. A description of the incident and treatment rendered will be documented accordingly and completed in the member's chart. A summary of the member's medical emergency should be documented concisely and accurately.
10. After the emergency has been resolved and/or treatment has been rendered, the nurse will complete the rest of the incident report with an accurate account, and will forward the report for the CD, who must review and finalize it for submission.
11. In the event that the medical incident/emergency is a state reportable condition, the proper regulatory bodies, federal and state governing bodies will be notified. The home office incident reporting team will also be provided with notification, following Active Day's Incident Reporting and Notification Policy.

Related Documents:

Active Day Transportation Manual

Medical Emergencies on Vehicles Guide

POLICY AND PROCEDURE – DASHBOARD (“DASH”) CAMERAS

Effective Date	2025.04.30
Revised Date	
Reviewed Date	

PURPOSE AND SCOPE

The primary uses of dashboard cameras (“dash cams”) are to assist in the protection and safety of persons and property, prevention or detection of criminal offenses, defense of legal claims, and most importantly, driver training. It is not Active Day’s (referred to as “The Company “going forward) intended purpose to use dash cams for monitoring the work of teammates or infringe upon teammate’s right to privacy.

PRINCIPLES

The following principles apply:

- A. Dash Cams are installed in company vehicles.
- B. Dash Cams are set up in a way that ensures that there is minimal intrusion of privacy, and that the capture of video evidence of a relevant event is fully justified. All drivers are made aware if there is a Dash Cam in their vehicle and will be provided an explanation of how the camera works.
- C. No images and information will be stored except where a relevant incident (event) has occurred. However, it is possible to review up 36 hours of video or more if deemed necessary to determine fault in the case of a complaint, citation or incident that did not get saved as an event.
- D. Access to retained images and information will be restricted, with clearly defined rules to designated responsible persons who can gain access.
- E. The Dash Cam is not normally active, and records only when a triggered event occurs.
- F. The Dash Cam cannot be accessed covertly to monitor the quality and amount of work completed by teammates or just to see what the driver is doing at that time. However, where an incident is captured that reveals inappropriate conduct, “The Company” reserves the right to process and act on the data. This may include grievance, or disciplinary proceedings, defense or litigation of a legal claim, and driver training. When relevant to do so, Dash Cam footage may be retained and used for future training. We shall seek the teammate’s consent if we wish to use it for this purpose.
- G. Recorded images and information will be subject to appropriate security measures to safeguard against unauthorized access and use.
- H. Drivers are responsible for their actions as well as the actions or violations of any passengers in the vehicle while they are operating, therefore it is the driver’s responsibility to make sure the passenger is abiding by laws as well (such as wearing a seatbelt). Violations can occur at any time while operating a company vehicle, even after hours or while not on the clock. Drivers and passengers in company vehicles must adhere to and abide by all local

POLICY AND PROCEDURE – DASHBOARD (“DASH”) CAMERAS

and federal laws at all times while operating company vehicles.

CAMERA TYPE AND ORIENTATION

A dual facing (road and driver) Dash Cam will be installed just below the rearview mirror of the fleet vehicle. A road facing Dash Cam will provide a 140-degree view of a driver’s field of vision. The camera will be driven by artificial intelligence (AI) to detect pedestrians, cyclists and tailgating. A driver facing Dash Cam will provide a 130-degree view of the vehicle cab. The camera will have a built-in infrared and day/night sensor. This camera will be powered by artificial intelligence (AI) to detect phone calls, drowsiness, smoking and distracted driving.

OPERATION OF DASH CAM

By default, the road facing Dash Cam will be the only camera in use. The driver facing Dash Cam will only be used if the driver’s behavior warrants it through the triggering of events that are documented from the road facing Dash Cam. This may include tailgating, excessive harsh braking, cornering and acceleration, speeding, and near miss accidents. Teammates will be made aware of when the driver facing Dash Cam is turned on and active. Teammates involved in at-fault accidents will also have their driver facing Dash Cam turned on.

ACCESS TO DASH CAM RECORDING

Access to retained images and information will be kept confidential within the agents of “The Company” with appropriate security measures to safeguard against unauthorized access and use. Access is approved on an incident -by -incident basis. Once access is approved by the authorized agent of the company, recorded footage can be reviewed (not deleted or amended) by:

- A. Fleet Department
- B. Directors
- C. Management
- D. Statutory bodies such as the Police, Insurance representation, etc.

Any other person with interest must obtain authority from the aforementioned designee to view recorded footage, providing reasons and justification. Any persons whose images are recorded have a right to view those images, and to be provided with a copy of those images. Availability of images will be subject to the retention period. Teammates making such a request should do so in writing, providing the relevant time and date of the image, so that they may be easily identifiable. The request should be made to the Fleet Safety Manager.

POLICY AND PROCEDURE – DASHBOARD (“DASH”) CAMERAS

TEAMMATES

When Dash Cams are deployed, they are likely to capture pictures of teammates and potentially citizens/non-employees. Dash Cam evidence may be used as part of a teammate investigation where, in the reasonable belief of management, there may have been misconduct or unsafe practices. Where footage is used in disciplinary proceedings, the teammate may be permitted to see and respond to the images, in addition to the teammate’s right to request a copy, in which a written request should be provided of the date of the incident.

Under appropriate circumstances the footage may be provided to Police (or other Competent Authority) with the intention to prosecute for criminal offences. In defense of legal claims, or in pursuance of civil recovery, footage may also be provided to our legal representatives with the intention of providing evidence before the courts.

NON-EMPLOYEES

Where an incident involves a third party, the relevant insurers will be informed of the details. Although the third party may be made aware that there is recorded evidence in the form of Dash Cam footage, a copy of the recorded material can only be obtained if requested by the subject themselves. Third Parties should also be aware that under appropriate circumstances the footage may be provided to Police (or other Competent Authority) with the intention to prosecute for criminal offences. In defense of legal claims, or in pursuance of civil recovery, footage may also be provided to “The Company’s” legal representatives with the intention of providing evidence b

At-Will

Every teammate’s employment with Active Day is on an “at-will” basis, and nothing herein alters or changes the “at-will” employment relationship. Throughout the course of employment at Active Day, every teammate is free to end their employment relationship with Active Day at any time. Conversely, Active Day has the right to end any teammate’s employment relationship or change their position, title, job responsibilities, or compensation level at any time, with or without cause, in its sole and exclusive discretion.

APPENDIX G – KENTUCKY

- 10.1 Transportation Safety Procedures**
- 10.2 Loading & Unloading of Members onto Vehicles**
- 10.3 Weather and Emergency Closings**
- 10.4 Medical Emergencies on Vehicles**



Document No.	KY 10.1
Effective Date	01/01/2025
Revision Date	

Transportation Safety Procedures

POLICY:

Active Day will provide transportation services, directly members, and will operate a transportation service that is both safe and efficient, following all regulatory and state requirements for operating.

PURPOSE:

1. To provide consistent standards for the overall provision for transportations services to members at Active Day.
2. To establish safety as the most important standard in the operation and provision of transportation services.
3. To establish efficiency as the second most important standard of transportation operations.
4. To ensure that staff who provide transportation services meet all regulatory and state requirements for their position, receiving proper training.

SCOPE:

This policy applies to all Active Day centers in Kentucky.

PROCEDURE:

1. The Center Director will be responsible for the onboarding, training and education for staff who provide transportation services. Centers will have a transportation department which shall consist of a Transportation Manager, Transportation assistant and drivers.
2. Staff who operate the center’s vehicles will be provided with training and education on proper regulatory and company guidelines, as well as policies and procedures for the safe operation of the company vehicles.
3. A driver’s license screening, clearance and drug test will be ran for any staff providing transportation services, and will be completed prior to any driver beginning employment or operating a company vehicle. A driver cannot have more than 2 points documented on their driver’s license at any time. The driver must also have a valid driver’s license that is in good standing.
4. Drivers must maintain a clean driving record and notify the CD of any change in their record.
5. Drives may not provide transportation if they have a driving under the influence record/conviction within the past twelve (12) months. (SCL requirement)
6. Driving/transportation staff will attend an in-service training education on transportation procedures, including proper driving and defensive driving training, at the time of hire, as well as annually.
7. Driving / transportation staff are responsible for adhering and maintaining the following standards for vehicle and transportation operations:

- a. All members must have their seatbelts securely fastened, at all times, during transit. If a member requires assistance with securing their seatbelts and applying safety measures, the driver will be responsible for proper loading/fastening and the securing of member seatbelts. (i.e. wheelchair locks, straps and fasteners).
 - b. Driving/transportation staff must do a complete walk-around visual inspection and safety check of the vehicle prior to boarding members. Drivers should walk around the vehicle and visually inspect/ observe the following: The condition of the vehicle tires; proper brake light operation; ensuring all other vehicle lights are operational; windshield wipers are working; and brakes are operational.
 - c. Drivers must never board members and/or use a vehicle that has an observed or noted problem or concern during their visual inspection in any of the above listed areas. In addition, concerns in any other area that may jeopardize the proper transportation and safety of the member should be reported immediately to the CD.
8. Drivers must never leave a vehicle running and/or unattended.
 9. Drivers must never leave a member unattended.
 10. Drivers must ensure that all members are accounted for prior to departing from the center.
 11. In the event that a member's pick up and/or drop-off location changes for the day, the CD will confirm the change with the member, caregiver, and or/ responsible party. In that instance, the driver-run sheet will need to be updated and changed with a notification to the driver of the change. The updated change will be documented and communicated verbally as well as a written on the transportation board, which is located in the transportation office.
 12. Drivers must complete a front to back safety inspection of the inside of their vehicle at the end of each run to ensure that all passengers have exited the vehicle safely.
 13. Drivers will complete the necessary paperwork as required by their CD to validate the completion of this inspection (i.e. submission of a cleared pre-trip/post-trip inspection and a signed signature page).
 14. Drivers must always have their Active Day mobile phone with them or have another device available to them for communicating with the center/ and vice versa.
 15. Drivers must know the most efficient route by which to transport the member. Drivers are encouraged to try different routes and determine which route is the most efficient with traffic patterns and safety considered.
 16. Drivers must abide by all traffic laws at all times when operating company- owned vehicles.
 17. The CD is responsible for managing the above standards of procedure with all the applicable drivers/transportation staff.
 18. **SCL Requirements** : Active Day, as an SCL waiver recipient provider, shall include the following elements in their transportation services:

- a. Enable members who choose participant-directed services to gain access to integrated waiver and other community services, activities, resources, and organizations typically utilized by the general population;
- b. Will only provide transportation when it is not otherwise and customarily available through natural supports, including family, friends, neighbors or other community agencies or;
- c. Is otherwise included as an element of another SCL waiver service;
- d. Will include non-emergency travel;
- e. Will be clearly described in a member's person-centered service plan, which shall include information regarding the unavailability of other transportation services and/or resources
- f. Will be reimbursable based on the assessed needs of members as specified in the member's service plan
- g. Will be facilitated by drivers who meet all the requirements to operate and drive company vehicles, as outlined in the regulatory requirements for SCL service providers.

Related Documents: * *Driver inspection sheet, Driver Log**



Document No.	KY 10.2
Effective Date	01/01/2025
Revision Date	

Loading & Unloading of Members on Vehicles

POLICY:

It is the policy of Active Day to provide safe and efficient transferring, loading and unloading procedures for members during transportation on company vehicles.

PURPOSE:

To ensure that all members are loaded and unloaded from Active Day vehicles in the most appropriate, safe procedure; during transportation and while traveling on vehicles.
To ensure that all staff follow appropriate guidelines for loading and unloading members from vehicles.

SCOPE: This policy applies to all Active Day Health Care Centers in Kentucky.

PROCEDURE:

1. Loading members onto a Vehicle Procedure:

a. Ambulatory Members:

- i. Drivers will escort a member from the door of their place of pick-up to the vehicle, as required and/or specified. Any specific requirements for pick-up procedures should be properly documented in the member's chart.
- ii. Drivers will escort the member, as necessary, to the vehicle and will assist the member with stepping into the vehicle, as requested or required. Members will be assisted with securing any carry-on items or personal possessions (s) the member may have.
- iii. The driver will ensure the member is seated in an appropriate seat and that their seat belt is properly secured and fastened prior to operating the vehicle. Members should secure their own personal possessions, if they are able to.

b. Non-ambulatory Members:

- i. Drivers will escort members from their place of residence, or specified pick-up location.
- ii. Drivers will provide assistance to the member, as required, with escorting and loading them onto the vehicle.
- iii. Drivers will follow all appropriate and proper guidelines for operating the vehicle's wheelchair lift. The driver will deploy the wheelchair lift safely onto the ground and will assess/ ensure that the wheelchair size is appropriate and applicable for the parameters and size of the vehicle's lift.

APPENDIX G – KENTUCKY 10.2

- iv. Drivers will then assist the member, in their wheelchair, onto the lift.
- v. For power wheelchairs, ensure that power is disconnected prior to activating the vehicle's lift. All wheel-chair-bound members are to be loaded with their wheelchair *facing-forward (back is to the vehicle)*, adhering to all safety guidelines while loading.
- vi. The driver will ensure that the brakes of the member's wheelchair are securely locked prior to operating the lift up or down and that the member's wheelchair seatbelt (if appropriate) is securely fastened.
- vii. The driver will raise the lift from the outside of the vehicle to ensure that the wheelchair does not move while the lift is in operation. At no time should the driver stand on the lift and at no time is a member to stand on the lift while it is actively in operation.
- viii. The driver will move to the inside of the vehicle, once the lift has been fully elevated fully, and will properly maneuver the member off the lift platform, maintaining the wheelchair's proper position for unloading and moving the member, safely into the vehicle.
- ix. The driver will secure the wheelchair using the appropriate tie downs/straps, as required. Seatbelts on the vehicle should be safely secured and fastened to the wheelchair and the member.
- x. The driver will double-check the wheelchair to ensure that it is properly strapped down and that there is little, to no movement, side-to-side or front-to-back during transport. (If using a self-releasing tie-down strap, they will auto-adjust). The member should be positioned facing forward, consistent with the rest of the vehicle's passengers.
- xi. All tie-downs and straps that are used for the securing of the wheelchair should be properly secured to the allocated and appropriate locations, ensuring member safety during transport. (i.e. strap hooks, or stationary part of the wheelchair, straps should NEVER be tied or fastened to a wheel of the chair!).
- xii. Once the member is securely loaded, the driver will return to the outside of the vehicle to safely stow the wheelchair lift. The driver will ensure all vehicle doors are shut and locked, giving a final check to ensure they are properly secured.
- xiii. Prior to, as well as during transport, the driver will ensure that all packages, walkers and or personal possessions of the member etc. are safely secured inside the vehicle to avoid objects moving while the vehicle is in motion.

2. Unloading members from a vehicle/ Procedure:**a. Ambulatory Members:**

- i. Drivers will arrive to the pre-designated unloading area at the center/member's residence or location pick-up.
 - ii. Drivers will unload each member, one at a time, and will be escorted to the center or to the member's place of residence. Drivers will keep the vehicle in their sight at all times, during unloading.
 - iii. Drivers will remove any member carry-on packages/possessions from the vehicle and will place them securely inside the center or given directly to the member/family/caregivers/responsible parties.
- b. Non-Ambulatory members:**
- i. Drivers will unfold the lift gate on the vehicle.
 - ii. Drivers will move to the inside of the vehicle and unfasten all wheelchair tie downs and seatbelts.
 - iii. Drivers will transport members onto the vehicle lift. All wheel-chair-bound members are to be loaded with their *wheelchair facing-forward (back is to the vehicle)*, adhering to all safety guidelines while loading. Ensure that the member's wheelchair brakes are securely locked and fastened prior to operating the lift. Drivers or staff should never stand on the lift while it is actively in motion and being operated.
 - iv. Drivers will move to the outside of the vehicle and deploy the wheelchair lift safely to the ground. If unloading at the center, staff may assist from the ground while the driver lowers the lift from inside the vehicle.
 - v. Drivers or staff will unload the member from the wheelchair lift, safely, by unlocking their wheelchair brakes and escorting/assisting them either into the center or at their place of residence.
 - vi. The process of unloading is to be repeated for each wheelchair member inside of the vehicle.
 - vii. When all wheelchairs have been unloaded/ removed from the vehicle, the driver will securely stow the wheelchair lift back into its folded position.
 - viii. At the end of every run, the driver will do a post-trip vehicle visual inspection, walking the length of the vehicle to ensure that all members and items have been removed from the vehicle.
 - ix. At no time will a member be permitted to stand on the lift while it is in motion. All members on the lift must be seated and safely secured in a wheelchair.

Related Documents: Active Day's Transportation Manual

APPENDIX G – KENTUCKY 10.3

Appendix B to Verified Statement of Buyer



Document No.	KY 10.3
Effective Date	01/01/2025
Revision Date	

Weather and Emergency Closings

POLICY:

Each center will plan to open and operate daily, as outlined in the center's hours of operation, unless weather or emergency conditions pose a serious threat to the safety and well-being of members.

PURPOSE:

To ensure that all precautions for a member's safety will be maintained and taken into consideration when severe weather or emergency conditions exist. Members, families, caregivers and/or responsible parties will be properly informed regarding any changes to their schedule, including emergency/weather-related center closings or the cancellation of transportation services.

SCOPE: This policy applies to all Active Day Health Care Centers in Kentucky.

PROCEDURE:

1. When severe weather or emergency conditions exist, the Center Director will consult with the Area Director and Director of Operations to evaluate the safety and severity of the conditions, in regards to providing services to members.
2. If it is decided that a threat to a member and staff's personal safety exists, the members who are scheduled to attend that day will be notified of the center's closing or delayed opening. For larger centers, the CD may delegate among the center's professional staff to assist in notifying members, families and/or responsible parties of any changes to their schedule.
3. The CD or the designated center staff may also announce the closing or delayed opening with local media stations and may change the center's outgoing voicemail message with the status of the closure with latest updates.
4. If during the day, an emergency condition or inclement weather should become potentially hazardous, and members are already present in the center, the CD- in consultation with the Area Director - may decide to close early. The designated appropriate center staff will attempt to notify all caregivers/responsible parties to inform them of an early closing or change in the member's schedule.
5. If the center closes early due to an emergency, the member may be taken to another Active Day center location. The location shall be agreed upon by the center, applicable staff, family and /or responsible party and as outlined in the center's emergency management plan.



Document No.	KY 10.4
Effective Date	1/1/2021
Revision Date	

Medical Emergencies on Vehicles

POLICY:

Each center will make provisions for a medical emergency that may occur on a company vehicle, ensuring that a safe, uncomplicated plan is followed.

PURPOSE:

To ensure that in the event of a member medical emergency, there are proper guidelines and procedures for transportation staff to manage the emergency in the safest, most appropriate manner.

SCOPE: This policy applies to Active Day centers in Kentucky.

PROCEDURE:

1. In the event a member has a medical emergency arises during transportation on an Active Day vehicle, the following procedures should be followed:
 - a. If a member appears weak, ill, agitated, and/or shows any other noticeable change in normal physical or mental condition, the driver shall immediately secure a safe place to pull the vehicle over, coming to a complete stop, and safely out of the way of traffic. It is important to always remain calm during an active member medical emergency.
 - b. The driver should attempt to secure the member’s safety first and foremost, depending on the severity and the type of medical emergency. The driver may reference the vehicle’s “Medical Emergency Guide” for how to respond to certain medical emergencies and how to proceed.
 - c. Next, the driver is to immediately call or notify the nurse and/or Center Director to receive further instructions for how to proceed. Drivers should never attempt to transport or move a member if the safety, health, or well-being of the member, or of any other passengers on the vehicle is jeopardized.
 - d. If the driver recognizes that the member requires emergency medical treatment, the driver will dial 9-1-1 and will maintain a calm, secure, and stationary position in the vehicle. The driver will notify the nurse or Center Director immediately after calling 9-1-1.

- e. The driver will secure the safety of all passengers aboard the vehicle, also clearing the area where the member having the emergency is, when possible, so that EMS can promptly respond to the member, providing further care and treatment. The driver will wait until EMS has transported the member off the vehicle, until continuing with the regularly scheduled route, as instructed by the CD and the incident reporting team.
- f. The driver will communicate and inform the CD/Center of actions taken by EMS until they have left the scene and will wait for further guidance for where and how to proceed.
- g. The nurse will contact and inform the member's family and/or responsible party as well as their Health Care Practitioner (HCP) as soon as possible, with a description of the incident and any treatment rendered. A nursing progress note will be written to document HCP notification with any treatment rendered as well as any new or additional changes in orders, if applicable.
- h. The members' care plan will be updated to reflect the incident and will include any new interventions and/or orders recommended by the HCP.
- i. A description of the incident and treatment rendered will be documented accordingly and completed in the member's chart. A summary of the member's medical emergency should be documented concisely and accurately.
- j. After the emergency has been resolved and/or treatment has been rendered, the nurse will complete the rest of the incident report with an accurate account, and will forward the report for the CD, who must review and finalize it for submission.
- k. In the event that the medical incident/emergency is a state reportable condition, the proper regulatory bodies, federal and state governing bodies will be notified. The home office incident reporting team will also be provided with notification, following Active Day's Incident Reporting and Notification Policy.

Related Documents: *Active Day Transportation Manual, Medical Emergencies on Vehicles Guide*

APPENDIX H – NEW JERSEY

- 10.1 Transportation Safety**
- 10.2 Alternate Transport Plans**
- 10.3 Weather and Emergency Closings**
- 10.4 Defensive Driver Ride Along Evaluation**
- 10.5 Loading of Members onto Vehicle**
- 10.6 Medical Emergencies on Vehicles**

Transportation Safety

POLICY:

Active Day will provide transportation services to its members and will operate a transportation service that is both safe and efficient, following all regulatory and state requirements.

PURPOSE:

1. To provide consistent standards for the overall provision for transportations services to members at Active Day.
2. To establish safety as the most important standard in the operation and provision of transportation services.
3. To establish efficiency as the second most important standard of transportation operations.
4. To ensure that staff who provide transportation services meet all regulatory and state requirements for their position, receiving proper training.

SCOPE:

This policy applies to all Active Day Health Care Centers in New Jersey.

PROCEDURE:

1. The Center Director will be responsible for the onboarding, training and education for staff who provide transportation services. Staff who operate the center's vehicles will be provided training and education on proper regulatory and company guidelines, as well as policies and procedures.
2. A driver's license screening, clearance and drug test will be ran for any staff providing transportation services, and will be completed prior to any driver beginning employment or operating a company vehicle. A driver cannot have more than 2 points documented on their driver's license at any time. The driver must also have a valid driver's license that is in good standing.
3. Drivers must maintain a clean driving record and notify the CD of any change in their record.
4. Driving/transportation staff will attend an in-service training education on transportation procedures, including proper driving and defensive driving training, at the time of hire, as well as annually.

5. Driving / transportation staff are responsible for adhering and maintaining the following standards for vehicle and transportation operations:
 - a. All members must have their seatbelts securely fastened, at all times, during transit. If a member requires assistance with securing their seatbelts and applying safety measures, the driver will be responsible for proper loading/fastening and the securing of member seatbelts. (i.e. wheelchair locks, straps and fasteners).
 - b. Driving/transportation staff must do a complete walk-around visual inspection and safety check of the vehicle prior to boarding members. Drivers should walk around the vehicle and visually inspect/ observe the following: The condition of the vehicle tires; proper brake light operation; ensuring all other vehicle lights are operational; windshield wipers are working; and brakes are operational.
 - c. Drivers must never board members and/or use a vehicle that has an observed or noted problem or concern during their visual inspection in any of the above listed areas. In addition, concerns in any other area that may jeopardize the proper transportation and safety of the member should be reported immediately to the CD.
6. Drivers must never leave a vehicle running and/or unattended.
7. Drivers must never leave a member unattended.
8. Drivers must ensure that all members are accounted for prior to departing from the center.
9. In the event that a member's pick up and/or drop-off location changes for the day, the CD will confirm the change with the member, caregiver, and or/ responsible party. In that instance, the driver-run sheet will need to be updated and changed with a notification to the driver of the change. The updated change will be documented and communicated verbally as well as a written on the transportation board, which is located in the transportation office.
10. Drivers must complete a front to back safety inspection of the inside of their vehicle at the end of each run to ensure that all passengers have exited the vehicle safely.
11. Drivers will complete the necessary paperwork as required by their CD to validate the completion of this inspection (i.e. submission of a cleared pre-trip/post-trip inspection and a signed signature page).



12. Drivers must always have their Active Day mobile phone with them or have another device available to them for communicating with the center/ and vice versa.
13. Drivers must know the most efficient route by which to transport the member. Drivers are encouraged to try different routes and determine which route is the most efficient with traffic patterns and safety considered. A member's total transportation time between the center and their place of residence will not exceed two hours daily, as specified in NJAC: 8:43F:17.1a.
14. Drivers must abide by all traffic laws at all times when operating company- owned vehicles.
15. The CD is responsible for managing the above standards of procedure with all the applicable drivers/transportation staff.

Related Documents: * *Driver inspection sheet, Driver Log**

References: NJ 8:43F – 17.1

APPENDIX H – NEW JERSEY 10.2



Appendix B to Verified Statement of Buyer

Document No.	10.2
Effective Date	1/1/2021
Revision Date	1/1/2021, 12/12/2022

Alternate Transport Plans

POLICY: The Center Director is responsible for establishing a plan for alternate transport services in the event that a vehicle is not operating or is not in functional condition.

PURPOSE: The Center Director (CD) will consult an alternate transport company, towing service, service station, and/or vehicle rental company to coordinate alternate transportation arrangements for members.

SCOPE: This policy applies to all Active Day Health Care Centers in New Jersey.

PROCEDURE:

- 1) The CD is responsible for establishing a plan for alternate transport services for members in the event that a vehicle is not operating or functioning properly.
- 2) The CD will consult with an alternate transport company, a towing service, service station, and/or an automobile rental company to coordinate and provide the alternate transportation service.
- 3) The contact information of the alternate transport company, towing service, service station, and/or Rental Company will be readily accessible to all staff members and those who provide transportation services.
- 4) The CD will provide guidelines and conditions to all staff about the coordination of alternative transportation.
- 5) **The member, family, caregiver and/or responsible party will be notified of any changes made to transportation.**
- 6) **The CD will consult with the Area Director, who will consult with the VP of operations, before obtaining and executing any service agreements for alternate transportation.**

Related Documents: N/A

References: N/A

APPENDIX H – NEW JERSEY 10.3

Appendix B to Verified Statement of Buyer



Document No.	10.3
Effective Date	1/1/2021
Revision Date	1/1/2021, 12/12/2022

Weather and Emergency Closings

POLICY:

Each center will plan to open and operate daily, as outlined in the center's hours of operation, unless weather or emergency conditions pose a serious threat to the safety and well-being of members.

PURPOSE:

To ensure that all precautions for a member's safety will be maintained and taken into consideration when severe weather or emergency conditions exist. Members, families, caregivers and/or responsible parties will be properly informed regarding any changes to their schedule, including emergency/weather-related center closings or the cancellation of transportation services.

SCOPE: This policy applies to all Active Day Health Care Centers in New Jersey.

PROCEDURE:

- 1) When severe weather or emergency conditions exist, the Center Director will consult with the Area Director and V.P. of Operations to evaluate the safety and severity of the conditions, in regards to providing services to members.
- 2) If it is decided that a threat to a member and staff's personal safety exists, the members who are scheduled to attend that day will be notified of the center's closing or delayed opening. For larger centers, the CD may delegate among the center's professional staff to assist in notifying members, families and/or responsible parties of any changes to their schedule.
- 3) The CD or the designated center staff may also announce the closing or delayed opening with local media stations and may change the center's outgoing voicemail message with the status of the closure with latest updates.
- 4) If during the day, an emergency condition or inclement weather should become potentially hazardous, and members are already present in the center, the CD- in consultation with the Area Director - may decide to close early. The designated appropriate center staff will attempt to notify all caregivers/responsible parties to inform them of an early closing or change in the member's schedule.
- 5) If the center closes early due to an emergency, the member may be taken to another Active Day center location. The location shall be agreed upon by the center, applicable staff, family and /or responsible party and as outlined in the center's emergency management plan.

APPENDIX H – NEW JERSEY 10.4

Appendix B to Verified Statement of Buyer



Document No.	10.4
Effective Date	1/1/2021
Revision Date	1/1/2021, 12/12/2022

Defensive Driver/Ride Along Evaluation

POLICY:

Active Day provides and maintains proper procedure and an established protocol to evaluate all staff providing transportation services. Training will include appropriate safety procedures and defensive driving techniques.

PURPOSE:

This policy is to ensure that there are proper guidelines for adhering to the safety of all members who are transported by Active Day. Transportation staff will adhere to all guidelines to maintain proper and safe driving techniques.

SCOPE: This policy applies to all Active Day Health Care Centers in New Jersey.

PROCEDURE:

- 1) Upon the hire of a new driver/transportation staff, a designated staff will complete a driving evaluation for the driver before they complete their transportation route independently.
- 2) The "Trainee Ride Evaluation Form" will be completed by the designated staff or the Center Director (CD), who is conducting the ride along, evaluating the new driver. The evaluation document is then placed in the employee's personnel file as part of their training record.
- 3) At least annually, or as needed, the driver must undergo a documented evaluation or "ride along" performed by either the CD or an appropriate designee. During this evaluation, the "Trainee Ride Evaluation Form" must be completed and placed in the employee's personnel file.
- 4) If the ride-along evaluation reveals any minor deficiencies in the driver's performance, immediate remediation must occur. The CD or designated staff completing the evaluation must document the remediation provided on the "Trainee Ride Evaluation Form", in the section marked "Areas for Improvement."
- 5) If serious deficiencies are identified during this evaluation, immediate action must be taken. All requirements and procedures from the People and Culture Department are to be followed including, but not limited to, termination of the driver.

Related Documents: * *Trainee Ride Evaluation Form*



Document No.	10.5
Effective Date	1/1/2021
Revision Date	1/1/2021, 12/12/2022

Loading of Members onto Vehicles

POLICY:

It is the policy of Active Day to provide safe and efficient transferring, loading and unloading procedures for members during transportation on company vehicles.

PURPOSE:

To ensure that all members are loaded and unloaded from Active Day vehicles in the most appropriate, safe procedure; during transportation and while traveling on vehicles.
To ensure that all staff follow appropriate guidelines for loading and unloading members from vehicles.

SCOPE: This policy applies to all Active Day Health Care Centers in New Jersey.

PROCEDURE:

Loading members onto a Vehicle:

Ambulatory Members:

1. Drivers will escort a member from the door of their place of pick-up to the vehicle, as required and/or specified. Any specific requirements for pick-up procedures should be properly documented in the member’s chart.
2. Drivers will escort the member, as necessary, to the vehicle and will assist the member with stepping into the vehicle, as requested or required. Members will be assisted with securing any carry-on items or personal possessions (s) the member may have.
3. The driver will ensure the member is seated in an appropriate seat and that their seat belt is properly secured and fastened prior to operating the vehicle. Members should secure their own personal possessions, if they are able to.

Non-ambulatory Members:

1. Drivers will escort members from their place of residence, or specified pick- up location.
2. Drivers will provide assistance to the member, as required, with escorting and loading them onto the vehicle.

APPENDIX H – NEW JERSEY 10.5 Appendix H to Verified Statement of Buyer



Document No.	10.5
Effective Date	1/1/2021
Revision Date	1/1/2021, 12/12/2022

3. Drivers will follow all appropriate and proper guidelines for operating the vehicle’s wheelchair lift. The driver will deploy the wheelchair lift safely onto the ground and will assess/ ensure that the wheelchair size is appropriate and applicable for the parameters and size of the vehicle’s lift.
4. Drivers will then assist the member, in their wheelchair, onto the lift.
5. For power wheelchairs, ensure that power is disconnected prior to activating the vehicle’s lift. All wheel-chair- bound members are to be loaded with their wheelchair *facing-forward (back is to the vehicle)*, adhering to all safety guidelines while loading.
6. The driver will ensure that the brakes of the member’s wheelchair are securely locked prior to operating the lift up or down and that the member’s wheelchair seatbelt (if appropriate) is securely fastened.
7. The driver will raise the lift from the outside of the vehicle to ensure that the wheelchair does not move while the lift is in operation (if possible to do safely, the driver is encouraged to ride with the member, standing behind their wheelchair while securing it, on the lift).
8. The driver will move to the inside of the vehicle, once the lift has been fully elevated fully, and will properly maneuver the member off the lift platform, maintaining the wheelchair’s proper position for unloading and moving the member, safely into the vehicle.
9. The driver will secure the wheelchair using the appropriate tie downs/straps, as required. Seatbelts on the vehicle should be safely secured and fastened to the wheelchair and the member.
10. The driver will double- check the wheelchair to ensure that it is properly strapped down and that there is little, to no movement, side- to- side or front- to- back during transport. (If using a self-releasing tie-down strap, they will auto-adjust). The member should be positioned facing forward, consistent with the rest of the van’s passengers.
11. All tie-downs and straps that are used for the securing of the wheelchair should be properly secured to the allocated and appropriate locations, ensuring member safety during transport. (i.e. strap hooks, or stationary part of the wheelchair, straps should NEVER be tied or fastened to a wheel of the chair!).



Document No.	10.5
Effective Date	1/1/2021
Revision Date	1/1/2021, 12/12/2022

12. Once the member is securely loaded, the driver will return to the outside of the vehicle to safely stow the wheelchair lift. The driver will ensure all vehicle doors are shut and locked, giving a final check to ensure they are properly secured.
13. Prior to, as well as during transport, the driver will ensure that all packages, walkers and/or personal possessions of the member etc. are safely secured inside the vehicle to avoid objects moving while the vehicle is in motion.

Unloading members from a vehicle/ Procedure:

Ambulatory Members:

1. Drivers will arrive at the pre-designated unloading area at the center/member’s residence or location pick-up.
2. Drivers will unload each member, one at a time, and will be escorted to the center or to the member’s place of residence. Drivers will keep the vehicle in their sight at all times, during unloading.
3. Drivers will remove any member carry-on packages/possessions from the vehicle and will place them securely inside the center or given directly to the member/family/caregivers/responsible parties.

Non-Ambulatory members:

1. Drivers will unfold the lift gate on the vehicle.
2. Drivers will move to the inside of the vehicle and unfasten all wheelchair tie downs and seatbelts.
3. Drivers will transport members onto the vehicle lift, with the member facing the van, (back to the outside) and ensure that the member’s wheelchair brakes are securely fastened prior to operating the lift. If possible, drivers should ride with the member down the lift to ensure they get safely lowered off the lift.
4. Drivers will move to the outside of the vehicle and deploy the wheelchair lift safely to the ground. If unloading at the center, staff may assist from the ground while the driver lowers the lift from inside the vehicle.
5. Drivers or staff will unload the member from the wheelchair lift safely, by unlocking their wheelchair brakes and escorting/assisting them either into the center or at their place of residence.
6. The process of unloading is to be repeated for each wheelchair member inside of the vehicle.



APPENDIX H – NEW JERSEY 10.5 Appendix B to Verified Statement of Buyer

Document No.	10.5
Effective Date	1/1/2021
Revision Date	1/1/2021, 12/12/2022

7. When all wheelchairs have been unloaded/ removed from the vehicle, the driver will securely stow the wheelchair lift back into its folded position.
8. At the end of every run, the driver will do a post-trip vehicle visual inspection, walking the length of the vehicle to ensure that all members and items have been removed from the vehicle.
9. At no time will a member be permitted to stand on the lift while it is in motion. All members on the lift must be seated in a wheelchair.

Related Documents: Active Day's Transportation Manual

References: 8:43F-17.2



Document No.	10.6
Effective Date	1/1/2021
Revision Date	1/1/2021, 12/12/2022

Medical Emergencies on Vehicles

POLICY:

Each center will make provisions for a medical emergency that may occur on a company vehicle, ensuring that a safe, uncomplicated plan is followed.

PURPOSE:

To ensure that in the event of a member medical emergency, there are proper guidelines and procedures for transportation staff to manage the emergency in the safest, most appropriate manner.

PROCEDURE:

In the event that a member has a medical Emergency arise during transport, on a vehicle, the following procedures should be followed:

- 1) If a member appears weak, ill, agitated, and/or shows any other noticeable change in normal physical or mental condition, the driver shall secure a safe place to pull over and stop the vehicle.
- 2) If the driver recognizes that the member requires emergency medical treatment, the driver will dial 9-1-1 and stay in a secured, stationary position in the vehicle.
- 3) Next, the driver is to immediately call or notify the center nurse or Center Director to receive further instructions. Drivers should never attempt to transport a member if their safety, health or well-being of the member, or of others on the vehicle is jeopardized.
- 4) The member's attending health care practitioner (HCP) shall be contacted as soon as possible when a medical emergency occurs. A description of the incident and treatment rendered will be documented accordingly and completed in the electronic healthcare record/system (EHR). The member's emergency should be documented concisely accurately and will include the appropriate incident report.
- 5) After the emergency has been resolved/ treatment has been rendered, the nurse will complete the rest of the incident report with an accurate account, and will forward the report for the CD, who must review and finalize it for submission.

- 6) In the event that the medical incident/emergency is a state reportable condition, the proper regulatory bodies, federal and state governing bodies will be notified by the center nurse or CD.
- 7) A supporting progress note is to be written by the center nurse to document the notification of the member's HCP, and any orders or treatments rendered. Any changes in the member's orders will be updated, if applicable.
- 8) If the HCP does not respond initially, the center nursing staff will continue to contact the HCP's office, in order to secure a response.
- 9) The member's family, caregiver, responsible party and/or next of kin will also be called and notified of any details regarding the member's medical emergency or condition.
- 10) After a member is transferred a hospital or the emergency is resolved, the nurse will complete all applicable and appropriate documentation in the member's chart.

Related Documents: Active Day Transportation Manual

References: NJ 8:43F – 3.9 (a) 4 NJ 8:43F – 3.5 (b)



Ohio Revised Code

Section 5123.62 Rights of persons with a developmental disability.

Effective: October 12, 2016

Legislation: House Bill 158 - 131st General Assembly

The rights of persons with developmental disabilities include, but are not limited to, the following:

- (A) The right to be treated at all times with courtesy and respect and with full recognition of their dignity and individuality;
- (B) The right to an appropriate, safe, and sanitary living environment that complies with local, state, and federal standards and recognizes the persons' need for privacy and independence;
- (C) The right to food adequate to meet accepted standards of nutrition;
- (D) The right to practice the religion of their choice or to abstain from the practice of religion;
- (E) The right of timely access to appropriate medical or dental treatment;
- (F) The right of access to necessary ancillary services, including, but not limited to, occupational therapy, physical therapy, speech therapy, and behavior modification and other psychological services;
- (G) The right to receive appropriate care and treatment in the least intrusive manner;
- (H) The right to privacy, including both periods of privacy and places of privacy;
- (I) The right to communicate freely with persons of their choice in any reasonable manner they choose;
- (J) The right to ownership and use of personal possessions so as to maintain individuality and personal dignity;



- (K) The right to social interaction with members of either sex;
- (L) The right of access to opportunities that enable individuals to develop their full human potential;
- (M) The right to pursue vocational opportunities that will promote and enhance economic independence;
- (N) The right to be treated equally as citizens under the law;
- (O) The right to be free from emotional, psychological, and physical abuse;
- (P) The right to participate in appropriate programs of education, training, social development, and habilitation and in programs of reasonable recreation;
- (Q) The right to participate in decisions that affect their lives;
- (R) The right to select a parent or advocate to act on their behalf;
- (S) The right to manage their personal financial affairs, based on individual ability to do so;
- (T) The right to confidential treatment of all information in their personal and medical records, except to the extent that disclosure or release of records is permitted under sections 5123.89 and 5126.044 of the Revised Code;
- (U) The right to voice grievances and recommend changes in policies and services without restraint, interference, coercion, discrimination, or reprisal;
- (V) The right to be free from unnecessary chemical or physical restraints;
- (W) The right to participate in the political process;
- (X) The right to refuse to participate in medical, psychological, or other research or experiments.

Substance Abuse and Alcohol Misuse



1

Drug and Alcohol-Free Workplace

- Transportation is affected by the legal requirements of drug testing in this industry. Drug use can increase the risk of an accident, so maintaining a drug-free workplace is important for company safety.
- In 1988, Congress passed a law requiring any company employed in some way by the federal government to maintain a drug-free workplace. Companies regulated by the Department of Labor or Department of Transportation are required by law to drug test, as well.
- And drug testing is mandatory for Safety Sensitive positions and functions.

4

What this training will cover

The objectives of this training are:

- To fulfill the Department of Transportation (DOT) annual requirement for one hour of substance abuse and alcohol misuse training
- To educate and understand a Company's "Zero Tolerance" program based upon the DOT Drug and Alcohol Testing Procedures
- To explore the responsibility of each employee to help maintain an alcohol and drug free workplace and its prohibited behaviors
- Provide definition of a "Safety Sensitive" position
- Learn the policy on random, reasonable suspicion, and post accident substance abuse testing
- Understand the consequences of positive drug and alcohol testing results

2

What are Safety Sensitive Positions?

- All employees that will operate an ambulatory or wheelchair revenue vehicle
- An attendant or aide employed by the company who assists the passengers to ensure they are secured in the vehicles
- All dispatch personnel and supervisors who control the movement of any revenue service vehicle
- All management personnel if they perform any safety-sensitive functions at any time even on an emergency basis
- All maintenance personnel employed by the company, who perform various repairs to revenue vehicles (including repairs, overhaul and rebuilding)

5

Drug and Alcohol-Free Workplace

- NEMT companies are committed to promoting a safe work environment, high standards of health and safety, and to protect the public by ensuring a drug-free workplace.
- We are dedicated to providing safe, dependable, and economical service to our clients.
- And employees are our most valued resource.



3

What other positions must be drug-free?

- Company employees (safety sensitive and non-safety sensitive) are subject to the provisions of the Drug-Free Workplace Act of 1998.
- Visitors, vendors and contracted employees on company property.



ZERO TOLERANCE MEANS TERMINATION or REMOVAL FROM COMPANY PREMISES IF THIS POLICY IS VIOLATED.

6

What Is the Drug-Free Workplace Policy?

The policy states the following:

- To foster and maintain a drug and alcohol - free environment for all employees and patrons;
 - The company must take appropriate actions (drug and alcohol testing, training etc.) to assure that employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner
 - Prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances; and
 - Encourages employees to voluntarily seek professional assistance whenever personal problems, including alcohol or drug use, may adversely affect their ability to perform their assigned duties.

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Policy Incorporates Three Main Components

Goals of a substance-free workplace:

2. Detection, deterrence and enforcement:

Federal regulations require that effective January 1, 1995, all safety - sensitive employees will be subject to reasonable suspicion, post accident, random, return to duty and follow up drug and alcohol testing.

- Applicants for safety sensitive positions will not be eligible for those positions unless they pass a pre-employment drug test.
- As a "zero tolerance" employer, any positive drug or alcohol tests will result in a termination of employment.

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Purpose of Our Policy

- Drug and alcohol abuse is a national problem that affects everyone.
- Workplace accidents and workplace fatalities - 40% involve drug and/or alcohol.
- More than 90% of alcoholics and 74% of drug addicts are employed.
- Through this program, the company acknowledges the problem of substance abuse (including alcohol) in our society, and that substance abuse poses a serious threat to all aspects of the company.

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Policy Incorporates Three Main Components

Goals of a substance-free workplace:

3. Treatment and opportunities for rehabilitation:

- Alcohol and drug abuse are recognized as diseases that can be treated.
- The company promotes a voluntary rehabilitation program to encourage employees to seek professional assistance *prior* to testing positive for drugs or alcohol, without fear of discipline.
- Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program is completed.

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Policy Incorporates Three Main Components

Goals of a substance-free workplace:

1. Prevention through education and training:

Education and training will communicate and clarify this policy to all employees, assist employees in recognizing substance abuse problems and in finding solutions to those problems.

- Educate the employee;
- Hold accountability of employees through appropriate discipline, up to and including termination.

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Policy Incorporates Three Main Components

Goals of a substance-free workplace:

3. Treatment and opportunities for rehabilitation:

- Proof of completion must be provided in writing. Employee will be required to pass a drug and alcohol test before he/she can perform a safety-sensitive function.
- All associated costs for treatment are the sole responsibility of the employee.
- The company will make every effort to place employee back in his/her position upon returning to work. However, an employee's commitment to a rehab program does guarantee that the employee's job will be available upon return.

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DOT Mandatory Testing Situations

- Safety-sensitive employees are subject to drug or alcohol testing in the following situations:
 - Pre-employment.
 - Reasonable Suspicion/Cause.
 - Random.
 - Return-to-duty.
 - Follow-up.
 - Post-Accident.



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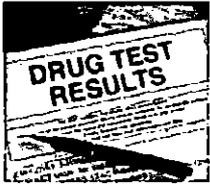
Random Drug Testing

- You are subject to unannounced random drug and alcohol testing. Testing is administered just prior to, during or just after performing safety sensitive functions.
- No manager, supervisor, official or agent may select you for testing just because they want to. Under DOT regulations, employers must use a truly random selection process. Each employee must have an equal chance to be selected and tested.
- Just prior to the testing event, you will be notified of your selection and provided enough time to stop performing your safety sensitive function and report to the testing location.
- Failure to show for a test or interfering with the testing process can be considered a refusal.

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Pre-Employment Drug Testing

- As a new hire, you are required to submit to a drug test. Employers may, but are not required to, conduct alcohol testing.
- Only after your employer receives a negative drug test result (and negative alcohol test result - if administered) may you begin performing safety-sensitive functions.
- This also applies if you are a current employee transferring from a non-safety-sensitive function into a safety-sensitive position (even if it is the same employer).



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Post Accident/Return to Duty/Follow-up Testing

Post-Accident:

- If you are involved in an event (accident, crash, etc.) meeting certain criteria of the DOT agency, a post-accident test will be required. You will then have to take a drug test and an alcohol test.

Return to Duty:

- If you have violated the prohibited drug and alcohol rules, you are required to take a drug and/or alcohol test before returning to safety-sensitive functions for any DOT regulated employer.

Follow-up Testing:

- You are subject to unannounced follow-up testing at least 6 times in the first 12 months following your return to active safety-sensitive service.

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Reasonable Suspicion/Cause Testing

- You are required to submit to any test (whether drug, alcohol or both) that a supervisor requests based on reasonable suspicion.
- Reasonable suspicion means that one or more trained supervisors reasonably believes or suspects that you are under the influence of drugs or alcohol.
- They cannot require testing based on a hunch or guess alone; their suspicion must be based on observations concerning your appearance, behavior, speech and smell that are usually associated with drug or alcohol use.

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Prohibited Behaviors

- Use of illegal drugs or hemp products in any form;
- Misuse of legal drugs (i.e., using a drug prescribed for someone else or your own prescriptions)
- Misuse of alcohol;
- Sale, purchase, transfer, manufacture, use or possession of any illegal drugs, or prescription drugs obtained illegally;
- Storing any illegal drug, drug paraphernalia, or any controlled substance whose use is unauthorized, or any container of alcohol, in or on company property (including vehicles).
- Unopened containers of alcohol in a private vehicle parked on company property does not violate the drug and alcohol policy.

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The Use of Alcohol

- The consumption of beverages containing alcohol, or substances including any medication such that alcohol is present in the body while performing safety sensitive duties or transit business, are prohibited. This could be cough medicine or medications like Nyquil.
- No consuming of the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol is allowed during work hours.



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Social Issues from Alcohol Consumption

- Two-thirds of all homicides are committed by people who drink prior to the crime.
- Two to three percent of the driving population is legally drunk at any one time. This rate is doubles at night and on weekends.
- Two-thirds of all Americans will be involved in an alcohol related vehicle accident during their lifetimes.
- The rate of separation and divorce in families with alcohol dependency problems is 7 times the average.
- 40% of family court cases are alcohol problem related.
- Alcoholics are 15 times more likely to commit suicide than the general population.
- More than 60 % of burns, 40% of falls, 69% of boating accidents, and 76% of private aircraft accidents are alcohol related.

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Signs and Symptoms of Alcohol Use

- When alcohol is consumed primarily for its physical and mood-altering effects, it is a substance of abuse.
- Alcohol initially acts as a stimulant and invigorates thought and activity.
- It eventually acts as a depressant. As a depressant, it slows down physical responses and progressively impairs mental functions.
- In higher doses it causes aggressive tendencies.

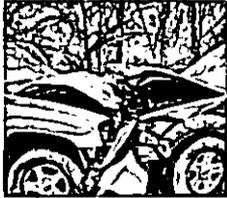
Signs and symptoms include:

- *Dulled mental processes*
- *Lack of coordination*
- *Odor of alcohol on breath*
- *Possible constricted pupils*
- *Sleepy or stuporous condition*
- *Slowed reaction rate*
- *Slurred speech*
- *Causes reddening of the eyes.*

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The Annual Toll

- 24,000 people will die on the highway due to the legally impaired driver.
- 15,800 will die in non-highway accidents.
- 30,000 will die due to alcohol-induced brain disease or suicide.
- 10,000 will die due to alcohol-caused liver disease.
- Up to another 125,000 will die due to alcohol-related conditions or non-vehicle accidents.



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Health Effects of Alcohol

The chronic consumption of alcohol (average of three servings per day of beer [12oz], whiskey [1oz], or wine [6oz glass] over time may result in the following health hazards:

1. *Decreased sexual functioning*
2. *Dependency (up to 10% of all people who drink alcohol become physically and/or mentally dependent)*
3. *Fatal liver diseases*
4. *Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and malignant melanoma.*
5. *Kidney disease*
6. *Ulcers*
7. *Birth defects (up to 34% of all birth defects are alcohol related).*

If you feel you have an alcohol abuse problem, speak to your direct supervisor or manager, speak to anyone in management Or go directly to Human Resources.

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Drinking on Duty

- No employee can consume alcohol within four (4) hours of reporting for duty. After an accident, employees will refrain from alcohol use for eight (8) hours or until an alcohol test has been administered.
- No safety-sensitive employee can use alcohol during the hours that they are on call.
- On call employees have the opportunity to acknowledge the use of alcohol at the time he/she is called to report to duty and the inability to work.



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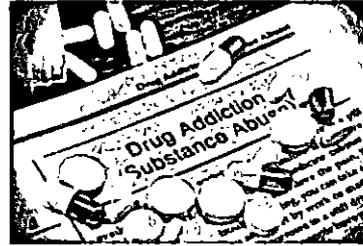
Blood Alcohol Content

- Blood and Alcohol Count (BAC) is a percentage measurement of the amount of alcohol in a person's blood stream. BAC is the standard measurement for determining intoxication levels in Driving Under the Influence (DUI), Driving While Intoxicated (DWI), and public drunkenness.
- BAC calculators cannot account for all of the factors involved in your body's processing of alcohol, only general factors such as age, weight, gender, duration of consumption, and amount of alcohol consumed.
- The federal limit to legally drive in the United States is a blood alcohol content (BAC) of 0.08%. Before you even think of getting behind the wheel, you should know the DUI laws of your state.

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Drug Abuse



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Learn Alcohol Percentages

<p>12 oz of regular beer</p> <p>about 5% alcohol</p>	<p>8-9 oz of malt liquor (shown in a 12 oz glass)</p> <p>about 7% alcohol</p>	<p>5 oz of table wine</p> <p>about 12% alcohol</p>	<p>1.5 oz of shot of 80-proof spirits ("hard liquor" — whiskey, gin, rum, vodka, tequila, etc.)</p> <p>about 40% alcohol</p>
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The percent of "pure" alcohol expressed here as alcohol by volume (abv) varies by beverage.

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Commonly Abused Drugs

- Marijuana
- Cocaine
- Alcohol
- Depressants (Valium, Librium, Xanax, Serax etc.)
- Amphetamines (Dexedrine, Ritalin, Methedrine)
- Heroin and Other Opiates (Heroin, morphine, codeine)
- Inhalants (plastic cement, lighter fluid, ether etc.)
- Hallucinogens (PCP, LSD, Designer Drugs)

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How Much Can You Drink

- Women tend to reach a higher BAC faster than men after consuming the same amount of alcohol.
- Women have lower levels of gastric ADH, an enzyme in the stomach that breaks down alcohol before it reaches the bloodstream, leading to more alcohol being absorbed into the body.
- Due to a higher proportion of body fat and lower body water, women have a smaller volume to distribute alcohol, causing a higher concentration in their blood.

Male B.A.L. Estimation Chart

Weight (lb)	1 Drink	2 Drinks	3 Drinks	4 Drinks	5 Drinks
125	0.02	0.04	0.06	0.08	0.10
150	0.015	0.03	0.045	0.06	0.075
175	0.01	0.02	0.03	0.04	0.05
200	0.0075	0.015	0.0225	0.03	0.0375
225	0.005	0.01	0.015	0.02	0.025
250	0.00375	0.0075	0.01125	0.015	0.01875

Female B.A.L. Estimation Chart

Weight (lb)	1 Drink	2 Drinks	3 Drinks	4 Drinks	5 Drinks
125	0.03	0.06	0.09	0.12	0.15
150	0.0225	0.045	0.0675	0.09	0.1125
175	0.015	0.03	0.045	0.06	0.075
200	0.01125	0.0225	0.03375	0.045	0.05625
225	0.00875	0.0175	0.02625	0.035	0.04375
250	0.00625	0.0125	0.01875	0.025	0.03125

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Effects of Marijuana

Marijuana is the most commonly abused illicit drug — used by more than nine million Americans. In the workplace, almost 10 percent of U.S. workers report that they are current users of marijuana.

- Other names include grass, pot, weed, ganja, doobie, reefer, Mary Jane.
- Marijuana is derived from the hemp plant *Cannabis Sativa* and contains THC or delta-9-tetra-hydrocannabinol
- One joint is equal to smoking 25 commercial cigarettes.
- Effects
 - o Euphoric feeling; increased sense of well-being.
 - o Lack of motivation, lowered inhibitions, talkativeness.
 - o Dry mouth and throat.
 - o Increased appetite - "munchies", impaired coordination, concentration, and memory, and increased heart rate.

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Dangers of Marijuana

- Deteriorating performance at work or at school.
- "Burn out" involving muddled thinking.
- Acute frustration, depression, and isolation.
- Impaired sexual development and fertility.
- Damage to the lungs and pulmonary system
- Impaired ability to operate machinery and vehicles.
- Hallucinations and paranoia in high doses.
- Increased risk to safety and health at work.
- Increased accident rates at work.
- Prolonged use can lead to psychological dependence.
- Can be a "gateway" to more serious drugs.



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Use of Cannabidiol (CBD) Products

- The DOT Drug and Alcohol Testing Regulation, Part 40, does not authorize the use of Schedule I drugs, including marijuana, for any reason. Furthermore, Cannabidiol or CBD use is not a legitimate medical explanation for a laboratory-confirmed marijuana positive result.
- Therefore, Medical Review Officers (MROs) will verify a drug test confirmed at the appropriate cutoffs as positive, even if an employee claims they only used a CBD product.
- It remains unacceptable for any safety-sensitive employee subject to the DOT's drug testing regulations to use marijuana.
- Since the use of CBD products could lead to a positive drug test result, DOT-regulated safety-sensitive employees should exercise caution when considering whether to use CBD products.

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Medical Use and Legality of Marijuana

- Laws regarding marijuana have changed drastically in the last 5 to 6 years. Only five states maintain an outright prohibition on marijuana possession and use. Those states are Alabama, Idaho, Kansas, Nebraska and South Dakota (as of 2025).
- With 31 states legalizing medical marijuana, 10 states plus DC legalizing recreational use, nationwide legalization in Canada (recreational use) and Mexico (medical use), marijuana-induced driving under the influence (DUI) is a growing safety concern.
- Despite a changing landscape nationally regarding the legality of marijuana use and questions regarding employment-based drug tests, there's little that's changed for the transportation industry.
- Drivers must still test negative for use of marijuana and fleets must maintain a drug testing program.

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Cocaine

- Cocaine is a commonly abused illicit drug used by 1.3 million Americans. Because it is so costly (\$100.00 per gram), it is often associated with criminal behavior.
- Cocaine hydrochloride has other names - Coke, blow, snow, too, fake.
- A highly potent organic stimulant derived from the coca plant in the form of white crystalline powder sometimes cut/diluted with sugar.
- Other forms:
 - Crack, an expensive purified form of cocaine - Known to show signs of clinical addiction after one use.
 - Freebase, is formed by heating pure cocaine, mixing it with ether and sodium bicarbonate and smoking it.

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Medical Use and Legality of Marijuana

- Considering all the strict regulations and laws, it is unlikely that the DOT will ever relent, no matter how mainstream the use of marijuana becomes. It is a liability issue for drivers and transportation companies and will most likely remain federally prohibited for some time.
- While some states allow medical use of marijuana, federal laws and policy do not recognize any legitimate medical use of marijuana.
- Even if marijuana is legally prescribed in a state, DOT regulations treat its use as the same as the use of any other illicit drug.



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Effects and Dangers of Cocaine

- **Effects:**
 - Brief but intense feelings of euphoria and competence.
 - Stimulates the central nervous system.
 - Increases pulse, blood pressure, body temperature.
 - Increases respiratory rate.
 - Sleeplessness and chronic fatigue.
- **Dangers:**
 - Bleeding and other damage to nasal passages.
 - Paranoid psychosis, hallucinations, mental abnormalities.
 - Impaired ability to operate machinery and vehicles.
 - Death caused by heart or respiratory failure.
 - Injury or death caused by freebasing (volatile when heated).

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Use of Depressants

- Depressants are the largest and most commonly abused category of controlled substances
- It is a synthetically produced legal drug often prescribed and distribution is controlled by the Federal Drug Administration.
- Depressants are categorized in three groups;
 - Benzodiazepines: Valium, Librium, Xanax, Tranxene, Tranquilizers, sleeping pills.
 - Barbiturates: Seconal, Nembutal, Amytal, Butisol, Tuinol - Downers, barbs, goofballs, blues, yellows, reds, etc.
 - Methaqualone: Quaalude, Hymnal, Mandrax, Parest - Ludes, 714s

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Effects and Dangers of Amphetamines

- **Effects:**
 - Produces feelings of alertness and euphoria.
 - Increases heart rate and blood pressure.
 - Dilates the pupils of the eyes.
 - Decreases appetite.
 - Causes distorted thinking.
 - Enables sleeplessness for relatively long periods of time.
- **Dangers:**
 - Dizziness, headaches, blurred vision, and sweating.
 - Loss of coordination, tremors, convulsions, and collapse.
 - Nervousness, irritability, and drastic mood swings.
 - Hallucinations, paranoia, physical collapse.
 - Continued heavy use can be fatal.

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Effects and Dangers of Depressants

- **Effects:**
 - Produces sedation and/or sleep
 - Lessens tension, anxiety, and irritability.
 - Can cause confusion, slurred speech, depression.
 - Lack of coordination, loss of motor control.
 - Disorientation, and suicidal behavior.
- **Dangers:**
 - Safe if properly prescribed to otherwise healthy people.
 - Impaired ability to operate machinery and vehicles.
 - In extremely high doses causes sedation, coma and death.

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Use of Heroin and Other Opiates

- 1.8 million Americans have used heroin in their lifetime. Heroin accounts for more than 90% of the opiate abuse in the United States.
- Derived from the resin of the poppy plant.
- Acts as a depressant on the central nervous system.
- Heroin (smack, junk, brown sugar, dope, horse, skunk etc.)
 - Injected, snorted, or smoked.
- Morphine (mud, M, dope, morpho) and Codeine (schoolboy, cokes). Usually injected or taken orally.
- Opioids, synthetic substitutes, have similar effects.
 - Darvon, demerol, meperidine and methadone.
 - Methadone is legally prescribed for heroin treatment and can also be addictive.

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Use of Amphetamines

- A commonly abused category of controlled substances
- Some workers believe (inaccurately) that amphetamines will enhance performance and creativity. They ignore the physical and mental dangers.
- Chemically manufactured drugs
- Consumed orally, injected, or inhaled into the nose.
- Uppers are considered stimulants of the central nervous system. These include Dexedrine, Biphphetamine, Ritalin, speed, uppers, bennies, dexies, black beauties, pep pills.

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Effects and Dangers - Heroin and Other Opiates

- **Effects:**
 - Short-lived state of euphoria, followed by drowsiness.
 - Slowed heart rate, breathing, and brain activity.
 - Depressed appetite, thirst, reflexes, and sexual desire.
 - Increased tolerance for pain.
 - Impairs memory, coordination and driving ability
- **Dangers:**
 - Extreme addiction and withdrawal.
 - AIDS, blood poisoning, and hepatitis from shared needles.
 - Impaired ability to operate machinery and vehicles.
 - Death resulting from injection of impure heroin or from injection of high purity heroin.
 - Convulsions, coma, or death from overdose.

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Effects of Inhalants

- Inhalants are the most widely abused substances after alcohol and tobacco among the high school age group.
- They are breathable substances that produce psychoactive effects and inhaled into the nose or mouth.
- Inhalants include plastic cement, fingernail polish remover, lighter fluid, nitrous oxide, ether, hairspray, insecticides, and cleaning fluid.
- Effects:
 - Short-term - Short-lived high resulting in dizziness & lightheadedness. Can cause sneezing, coughing, runny nose, nose bleeds.
 - Nausea, abnormal heart rhythm and chest pain.
 - Impaired coordination, balance and judgment.

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Effects and Dangers of Hallucinogens

- Effects:
 - Distortion of reality, may report "seeing sounds".
 - May report "hearing colors".
- Dangers:
 - Flashbacks - a recurrence of psychedelic effects after use of the drug ceases.
 - Severe mood swings and paranoia.
 - Impaired thinking and judgment leading to irrational behavior.
 - Unexpected and unexplained outbursts of violence.
 - Genetic changes.
 - Depression, sometimes coupled with suicidal tendencies.

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Effects and Dangers of Inhalants

- Effects:
 - Long-term - Liver, nerve, and brain damage.
 - Heart failure, respiratory arrest, suffocation, coma and death.
 - Nausea, abnormal heart rhythm and chest pain.
 - Impaired coordination, balance and judgment.
- Dangers:
 - Death can result when high concentration replaces oxygen in the lungs causing breathing to stop.
 - Brain damage from prolonged use.

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How Long do Drugs Stay in the Body?

HOW LONG DRUGS STAY IN YOUR BODY

DRUG	BLOOD (Hours)	URINE (Hours)	HAIR (Months)
Alcohol	12 Hours	24 Hours	3-6 Months
Amphetamines	12 Hours	24 Hours	3-6 Months
Cocaine	12 Hours	24 Hours	3-6 Months
Heroin	12 Hours	24 Hours	3-6 Months
Marijuana	12 Hours	24 Hours	3-6 Months
Nicotine	12 Hours	24 Hours	3-6 Months
Valium	12 Hours	24 Hours	3-6 Months
Wheezers	12 Hours	24 Hours	3-6 Months

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Use of Hallucinogens

- Unlike the downward trends in use of most other illicit drugs, statistics indicate that the use of, and experimentation with, hallucinogens has increased significantly in recent years.
- Hallucinogens distort a person's sensation, thinking emotions and perceptions.
- Consumed orally, injected, or inhaled into the nose.
- Cigarettes also can be dipped into liquid PCP and smoked.
- PCP or Phencyclidine is a synthetic drug - Angel dust, rocket fuel, zombie, krysal joints
- LSD or Lysergic Acid Diethylamide is made from lysergic acid - Acid, fry, microdot, white lightning
- Ecstasy or Methylenedioxy Methamphetamine - X, XTC, disco biscuits, scoobie snacks.

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Use of Prescription Drugs

- The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. Any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected **MUST be reported to supervisory personnel.**
- A legally prescribed drug means that the employee has a prescription or other written approval (in his/her name) from a physician for the use of a drug in the course of medical treatment.
- Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties.
- The employee must obtain a letter from the dispensing physician that the employee can perform safety-sensitive-functions.

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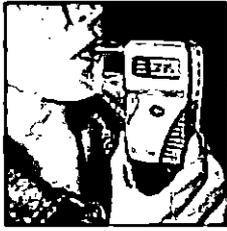
Failure to Comply with Testing Policy

- Any safety-sensitive employee who refuses to comply with a request for testing, who fails to remain readily available for post-accident testing, who provides false information in connection with a test, or who attempts to falsify test results through tampering, contamination, adulteration, or substitution, will be removed from duty immediately and be subject to immediate termination.
- A refusal of a test can include an inability to provide a specimen or breath alcohol sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test.
- Failure to appear for any test (except a pre-employment test) within a reasonable time (no more than one hour) after being directed to do so by the employer will also result in termination.

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Alcohol Testing

- Breath alcohol testing will be performed by a certified equipment and trained breath alcohol technicians.
- Tests for alcohol concentration on safety-sensitive employees will be conducted with a National Highway Traffic Safety Administration (NHTSA) - approved evidential breath testing device (EBT) operated by a trained breath alcohol technician (BAT).
- If the initial test on an employee indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test.



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Failure to Comply with Testing Policy

- Failure to remain at the testing site until the testing process is complete; provided, that an employee who leaves the testing site before the testing process commences.
- Failure to provide a urine specimen for any drug test or fails to provide an adequate amount of saliva or breath for any alcohol test required by this part or DOT agency regulations.
- In the case of a directly observed or monitored urine drug collection, failure to permit the observation or monitoring of your provision of a specimen.
- Failure to provide a sufficient amount of urine or breath specimen when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure.

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Process for Obtaining a Test

Unless otherwise directed:

- Individuals to be tested will report to the designated medical provider, or be advised to the location, date and time on-site testing will take place.
- Failure to appear for test when scheduled is a violation of this policy.
- For a reasonable suspicion or post-accident drug and/or alcohol test, the company must transport the employee and stay onsite.
- The employee may not return back to work unless and until negative results are received and will not be compensated while away from the job.
- If found negative - The company will pay the normal wages of the employee for scheduled work hours missed.

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Drug Testing

- Drug testing is the key component to maintain a Drug-Free Workplace;
- Employers must use DOT approved Certified Testing Centers
- Forms of Drug Testing -
 - Urinalysis Screenings
 - 5 Panel Drug Screens - Marijuana (THC), Cocaine, Amphetamines, Phencyclidine (PCP), Opiates
 - 10 Panel Drug Screens - All 5 Panel and Barbiturates, Benzodiazepines, Methadone, Oxycodone, Methamphetamine

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Collection Process

During the Collection Process a urine specimen collector will:

- Verify your identity using a current valid photo ID, such as driver's license or employer issued picture ID.
- Create a secure collection site by:
 - Restricting access to the site to only those being tested.
 - Securing all water sources.
 - Removing or securing all cleaning products/fluids at the collection site.
- Afford you privacy to provide a urine specimen.
 - Exceptions to the rule generally surround issues of attempted adulteration or substitution of a specimen or any situation where general questions of validity arise, like an unusual temperature.
- Ask you to remove any unnecessary garments and empty your pockets (you may retain your wallet).
- Instruct you to wash and dry your hands

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Collection Process

- They will select or have the employee select a sealed collection kit and open it in your presence.
- Then request the employee to provide a specimen (a minimum of 45 mL) of urine into a collection container.
- The collector will check the temperature and color of the urine.
- In the employee's presence, the attendant will pour the urine into two separate bottles, seal them with tamper-evident tape, and then ask the employee to sign the seals after they have been placed on the bottle.

Remember: Neither the employee nor the collector should let the specimen out of sight until it has been poured into two separate bottles and sealed.

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Collection Process

- At the laboratory, the staff will:
 - Determine if flaws exist. If flaws exist, the specimen is rejected for testing.
 - Open only the A bottle and conduct a screening test. Specimens that screen positive will be analyzed again using a completely different testing methodology. If the specimen tests negative in either test, the result will be reported as a negative.
 - Only if the specimen tests positive under both methods will the specimen be reported to the medical review officer as a positive test.
 - Store the A and B bottles for any reported positive, adulterated, or substituted result for at least 12 months.

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Collection Documentation

- The collector will ask for the employee's name, date of birth, and daytime and evening phone numbers on the Medical Review Officer's copy (Copy #2) of the Federal Drug Testing Custody and Control Form (CCF). This is so the Medical Review Officer (MRO) can contact the employee directly if there are any questions about the test.
- Then complete necessary documentation on the Laboratory Copy (Copy #1) of the CCF to demonstrate the chain of custody (i.e., handling) of the specimen.
- The collector will give the Employee Copy (Copy # 5) of the CCF and may suggest the employee lists any prescription and over-the-counter medications on the back of the copy of the CCF (in the event the MRO calls you to discuss your test results and asks for this information).

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Medical Review Officer

- All drug testing results will be interpreted and evaluated by an MRO who will be responsible for receiving laboratory results generated by an employer's drug testing program and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result.
- When a confirmed positive test is reported from the testing laboratory, it is the responsibility of the MRO to:
 - Review the individual's medical history, including any medical records and biomedical information provided;
 - Contact the employee and give the employee the opportunity to discuss the test results with him/her;
 - Determine whether there is a legitimate medical explanation for the result, including legally prescribed medication.

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Collection Process

- The collector will package and ship both sealed bottles and completed CCF to a certified U.S. Health and Human Services testing laboratory as quickly as possible.
- If the employee is unable to provide 45 mL of urine on the first attempt, the time will be noted, and the employee will be:
 - Required to remain in the testing area under the supervision of the collection site personnel, their supervisor, or a representative from your company. Leaving the testing area without authorization may be considered a refusal to test.
 - Urged to drink up to 40 oz. of fluid, distributed reasonably over a period of up to three hours and asked to provide a new specimen (into a new collection container). If the employee does not provide a sufficient specimen within three hours, a medical evaluation must be obtained within five days.

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Medical Review Of Drug Test Results

- The employee must contact the MRO within 24 hours of having been instructed to do so, due to a positive test, to prevent a positive test result sent to the company.
- If the employee can not be reached after reasonable effort exerted within a period not to exceed 48 hours, the MRO will issue a positive report to the company.
- If that occurs, the employee forfeits the right to challenge the findings.
- Once the MRO contacts the employee or attempts to contact the employee of a positive drug test result, the employee has 72 hours from the time of the notification to request a retest of the split specimen, or in the case of a single specimen collection, a retest of the remaining urine.
- If this is done, then the cost is on the employee.

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Medical Review Officer

- The MRO will not convey test results to the company until the MRO has made a definite decision that the test result was positive or negative, or refusal to test.
- If the employee provides an adequate explanation, the MRO verifies the test as negative, and no further action is taken.
- When the MRO reports the results of the verified positive test to the employer, the MRO may disclose the drug(s) for which there was a positive test.
- If the MRO declares a drug test to be invalid for any reason, the test is considered canceled, and neither positive nor negative.
- However, a re-collection under direct observation may be ordered by the MRO.

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Rehabilitation

- Company may grant unpaid leave of absence;
- If allowed to attend a rehab program –
 - Company retains the right to perform "no notice" drug or alcohol tests at its will after the employee's return to work;
 - Any refusal by employee to undergo tests, constitutes a violation of this policy.



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Consequences of Positive Test Results

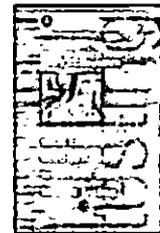
- Positive Drug and/or Alcohol Test –
 - Immediately suspended without pay or compensation;
 - Employer decides on disciplinary action, ranging from referral to an Employee Assistance Program up to and including termination; based upon, among other things, length of service, quality of work and any other factors in the sole discretion of the company.
- If referred to an Employee Assistance Program (EAP) –
 - Suspension remains in effect until a negative re-test and the employee has completed a medically recognized rehabilitation program;
 - The program must be started within 10 days and completed within 45 days;
 - The opportunity to re-qualify for work after first positive test result will be referred to as a "Second Chance" or "Last Chance" program.
 - It is the sole discretion of the company to offer this.

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Review Policy in its Entirety

- This presentation does not include all the contents and details of the DOT Drug and Alcohol Testing policy.
- It is required that all employees receive a copy and read the policy on your own. This publication is produced by the U.S. Department of Transportation (USDOT) to assist safety-sensitive employees subject to workplace drug and alcohol testing in understanding the requirements of 49 CFR Part 40 and certain DOT agency regulations.
- You are required to sign a statement that you received a copy of the policy and attended training.



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Voluntary Admission of Substance Abuse

- If you come forward, your abuse problem will receive company guidance
- Voluntary admission of substance abuse is treated as a verified positive result
- Violation of this policy by the employee, at any time and in any manner, will be treated as an employee testing positive more than one time.



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Take the test to review your knowledge.



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Appendix D to Verified Statement of Buyer

Year	Make	Model	VIN	Last CI Odometer	SEATING CAPACITY
2017	FORD	T-350	1FDES8PM6JKA88089	86587	14
2017	FORD	E-350	1FDEE3F60HDC68339	105402	14
2017	FORD	T-350	1FDES8PM1HKB28489	91943	14
2017	FORD	T-350	1FDES8PM8HKB28490	107950	14
2022	FORD	TRANSIT E-350 HD	1FDVU4X8XNKA22088	135145	14
2022	FORD	TRANSIT T-350 HD	1FDVU4X8XNKA22091	62190	14
2022	FORD	TRANSIT E-350 HD	1FDVU4X86NKA22086	67996	12
2022	FORD	TRANSIT T-350 HD	1FDVU4X88NKA22087	86161	12
2021	CHRYSLER	PACIFICA	2C4RC1BG2MR597971	83737	7
2022	CHRYSLER	PACIFICA	2C4RC1BG2NR128137	86372	7
2022	FORD	TRANSIT T-350 HD	1FDVU4X82NKA37281	51282	14
2022	FORD	TRANSIT T-350 HD	1FDVU4X88NKA37320	149547	14
2022	FORD	TRANSIT T-350 HD	1FDVU4X86NKA32438	72660	14
2022	FORD	TRANSIT T-350 HD	1FDVU4X81NKA22089	76024	14
2022	FORD	TRANSIT E-350 HD	1FDVU4X88NKA22090	58674	14
2022	FORD	TRANSIT T-350 HD	1FDVU4X83NKA32753	59578	14
2023	FORD	E-350	1FDVU4X84NKA58732	37451	14
2024	FORD	TRANSIT E350	1FDVU4X85PKB70880	37167	14
2024	FORD	TRANSIT T350	1FDVU4X8XPKB72818	43579	14
2024	FORD	TRANSIT T-350	1FDVVU4X81PKB71444	31600	14
2024	FORD	TRANSIT E350	1FDVU4X80PKB73363	47792	14
2024	FORD	TRANSIT T-350	1FDVU4X89PKB71689	23848	14
2023	FORD	E-450	1FDFE4FN7PDD09520	90280	14
2015	FORD	350 HD	1FDEE3FL3FDA10643	135895	12
2022	FORD	TRANSIT T-350 HD	1FDVU4X80NKA22097	70137	12
2022	FORD	TRANSIT E-350 HD	1FDVU4X84NKA22099	83544	12
2022	FORD	T-350	1FDVU4X88NKA60838	107293	12
2023	FORD	TRANSIT E-350 HD	1FDVU4X84PKA41612	82095	12
2023	FORD	TRANSIT E-350 HD	1FDVU4X84PKA41951	34000	12
2023	FORD	TRANSIT E-350 HD	1FDVU4X82PKA42080	34509	12
2023	FORD	SENATOR II	1FDFE4FN0PDD22299	49288	14
2023	FORD	TRANSIT E-350 HD	1FDVU4X82PKA40748	89722	12
2023	FORD	TRANSIT E-350 HD	1FDVU4X85PKA42199	36643	12
2023	FORD	TRANSIT E-350 HD	1FDVU4X88PKA42603	70898	12
2023	FORD	TRANSIT T-350 HD	1FDVU4X84PKA42114	59711	12
2023	FORD	TRANSIT T-350 HD	1FDVU4X89PKA41878	59109	12
2023	FORD	TRANSIT T-350 HD	1FDVU4X85PKA41229	40592	12
2023	FORD	TRANSIT E-350 HD	1FDVU4X88PKA42519	32695	12
2019	FORD	E-450	1FDFE4FS7KDC60639	62295	24
2019	FORD	E-350	1FDEE3FS2KDC42099	77687	14
2019	FORD	E-350	1FDEE3FSXKDC42089	80098	14
2019	FORD	E-350	1FDEE3FS1KDC39727	114931	14

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Year	Make	Model	VIN	Last CI Odometer	SEATING CAPACITY
2024	FORD	E-450	1FDDE4FN6RDD28000	23367	12
2021	FORD	E-350	1FDDE3FN9MDC04804	60541	14
2019	FORD	E350	1FDDE3FS8KDC42088	80490	14
2019	FORD	E350	1FDDE3FS9KDC42097	46035	12
2018	FORD	E-350	1FDDE3FSXJDC16445	69237	14
2019	FORD	E-350	1FDDE3FS7KDC34340	48383	14
2024	FORD	E-450	1FDDE4FN8RDD32307	29305	15
2021	FORD	E-350	1FDWE3FN5MDC01192	41412	12
2022	FORD	E-450	1FDDE4FN3NDC37714	55176	12
2021	FORD	E-350	1FDDE3FN8MDC07239	73846	14
2024	FORD	T-350 TRANSIT	1FDVU4X84PKB63578	37450	11
2023	FORD	T-350 TRANSIT	1FDVU4X8XPKB65075	25327	11
2023	FORD	E-350 TRANSIT	1FDVU4X82PKB69122	42208	11
2023	FORD	E-350 TRANSIT	1FDVU4X85PKB71950	35299	11
2024	FORD	TRANSIT T-350	1FDVU4X87PKB71190	27939	12
2024	FORD	TRANSIT	1FDVU4X89PKB71658	45075	11
2024	FORD	TRANSIT T-350	1FDVU4X85PKB70894	34957	11
2024	FORD	TRANSIT E350	1FDVU4X89PKB69229	36708	11
2024	FORD	TRANSIT T-350	1FDVU4X8XPKB71460	29350	11
2024	FORD	TRANSIT T-350	1FDVU4X85PKB70314	39187	11
2024	FORD	E-450	1FDDE4FN9RDD12826	21182	14
2024	FORD	E450	1FDDE4FN9RDD22630	24332	14
2024	FORD	E-450	1FDDE4FN6RDD13304	33583	14
2025	FORD	E450	1FDDE4FN0SDD03759	25828	14
2025	FORD	E-450	1FDDE4FN0SDD03731	41731	12
2025	FORD	E-450	1FDDE4FN5SDD03496	24777	12
2022	FORD	TRANSIT E-350 HD	1FDVU4X88NKA06794	72553	14
2022	FORD	TRANSIT E-350 HD	1FDVU4X80NKA31141	40870	14
2022	FORD	TRANSIT E-350 HD	1FDVU4X82NKA22098	108881	11
2022	FORD	TRANSIT E-350 HD	1FDVU4X87NKA22100	75820	12
2022	FORD	TRANSIT T-350 HD	1FDVU4X84NKA22085	72168	12
2022	FORD	TRANSIT E-350 HD	1FDVU4X82NKA22084	93720	12
2016	FORD	E-350	1FDDE3FS1GDC50332	132076	14
2017	FORD	E-450	1FDDE4FS9HDC16764	102130	20
2012	FORD	E-450	1FDDE4FS5HDC64097	157627	22
2017	FORD	E-350	1FDWE3FS3HDC35532	147327	14
2017	FORD	E-350	1FDDE3FS4HDC52853	166295	14
2017	FORD	E-450	1FDDE4FS5HDC23419	103782	20
2019	FORD	E-350	1FDDE3FS3KDC52706	37830	14
2019	FORD	E-350	1FDDE4FS2KDC60628	113474	20
2023	FORD	TRANSIT T-350	1FBVU4X81PKA56898	17034	12

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2022	FORD	E-450	1FDEE3FN6NDC23747	62505	14
2022	FORD	E-450	1FDEE3FN1NDC24868	52863	12
2022	FORD	E-350	1FDEE3FN9NDC24956	71223	14
2022	FORD	E-450	1FDDE4FN0MDC25888	45772	12
2022	FORD	E-450	1FDDE4FN0MDC25891	64612	12
2022	FORD	E-450	1FDDE4FN7NDC17269	107377	12
2022	FORD	E-450	1FDDE4FN6NDC17263	71767	14
2018	FORD	E-350	1FDEE3FS0JDC38714	102072	14
2018	FORD	E-350	1FDEE3FS9JDC22608	136180	14
2018	FORD	E-350	1FDEE3FS5JDC20922	118667	14
2018	FORD	E-350	1FDEE3FS8JDC28142	90443	14
2018	FORD	E-350	1FDEE3FSXJDC28143	168287	14
2018	FORD	E-350	1FDEE3FS1JDC28144	144021	14
2018	FORD	E-350	1FDEE3FSXJDC38722	124007	14
2018	FORD	E-350	1FDEE3FS4JDC38716	69888	14
2018	FORD	E-350	1FDEE3FS6JDC38720	61297	14
2018	FORD	E-350	1FDEE3FS8JDC38721	138673	14
2017	FORD	T-350	1FDES8PM5JKA81358	58052	14
2022	FORD	E-450	1FDDE4FN1NDC32673	65568	14
2022	FORD	E-450	1FDDE4FN3NDC32660	50396	14
2022	FORD	E-450	1FDDE4FN6NDC33527	54469	14
2022	FORD	E-450	1FDDE4FN6NDC32667	85101	12
2009	HONDA	ODYSSEY	5FNRL38639B413134	185758	6
2007	HONDA	ODYSSEY	5FNRL38407B001216	219185	6
2015	NISSAN	QUEST	JN8AE2KP2F9125876	204428	6
2016	DODGE	SW	2C4RDGBG3GR372799	179292	6
2016	DODGE	SW	2C4RDGBG7GR335318	192463	6
2016	DODGE	SW	2C4RDGBGXGR196768	204734	6
2015	DODGE	SW	2C4RDGBG8FR701771	202601	6
2016	DODGE	SW	2C4RDGBG2GR401211	159183	6
2018	DODGE	SW	2C4RDGCG1JR268396	116350	6
2021	HONDA	ODYSSEY	5FNRL6H56MB016311	14418	6
2018	DODGE	GRAND CARAVAN	2C4RDGBG4JR148125	104268	7
2017	HONDA	ODYSEY	5FNRL5H43GB074219	124870	7
2016	HONDA	ODYSSEY	5FNRL5H42GB028817	113555	6
2013	HONDA	ODYSSWY	5FNRL5H63DB032162	170568	7
2014	HONDA	ODYSSEY	5FNRL5H69EB103432	160072	7
2016	HONDA	ODYSSEY	5FNRL5H67GB050474	201727	6
2009	FORD	E-450	1FDDE4S59DA15706	23176	16
2012	FORD	E-450	1FDDE4FS4CDA71223	152122	20
2017	FORD	E-450	1FDDE4FS0HDC46039	11443	20

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Year	Make	Model	VIN	Last CI Odometer	SEATING CAPACITY
2017	FORD	E-350	1FDWE3FSXHDC15536	103625	14
2017	FORD	E-450	1FDFE4FS2HDC61948	94690	20
2011	FORD	E-450	1FDFE4FS78DA72669	24080	12
2014	FORD	E-450	1FDFE4FSXEDA05763	94212	20
2018	FORD	E-350	1FDDE3F68JDC20920	119915	14
2018	FORD	E-350	1FDDE3F67JDC17359	62167	14
2017	FORD	E-450	1FDFE4FS1HDC32151	155718	20
2018	FORD	F-450	1FDFE4FS5JDC22731	139980	20
2018	FORD	F-450	1FDFE4FS7JDC22732	97089	20
2018	FORD	E-450	1FDFE4FS1JDC36402	147217	20
2014	FORD	E-450	1FDFE4FS5EDB10890	131104	20
2015	FORD	E-450	1FDFE4FSXFDA03044	117450	20
2018	FORD	E-350	1FDDE3FS9JDC22561	112889	14
2018	FORD	E-350	1FDDE3FS5JDC27739	100566	14
2018	FORD	E-350	1FDDE3FS6JDC29726	91265	14
2019	FORD	E-350	1FDDE3FS0KDC02412	113266	14
2018	FORD	E-350	1FDDE3FS2JDC43459	139600	14
2019	FORD	E-350	1FDDE3FS6KDC18341	96956	14
2012	FORD	E-350	1FBSS3BL9CDA88642	246960	10
2016	FORD	TRANSIT E-350 HD	1FBAX2CM6GKA81907	185071	12
2016	FORD	TRANSIT E-350 HD	1FBAX2CG4GKA60418	153731	13
2012	FORD	E-350	1FDFE4FSXCDA02696	162113	24
2017	FORD	E-450	1FDFE4FS4HDC24853	105817	25
2017	FORD	E-450	1FDXE4FS0HDC07570	168170	25
2010	FORD	E-350	1FDDE3FL4ADA37844	274609	12
2019	FORD	T-350	1FDES8PM7KKA07862	127659	14
2019	FORD	T-350	1FDES8PMXKKA19245	103497	14
2017	FORD	T-350	1FBZX2CM9HKB55857	216063	11
2019	FORD	T-350	1FDES6PM0KKA99210	137066	14

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Year	Make	Model	VIN	Last CI Odometer	SEATING CAPACITY
2019	FORD	T-350	1FDES6PM8KKA99214	92011	14
2020	FORD	T-350	1FDES8PM3KK890984	118030	14
2020	FORD	T-350	1FDES8PMXKK888245	87071	14
2020	FORD	E-350	1FDES8PM2KK890992	109077	14
2023	FORD	TRANSIT T-350	1FDVU4X86PKA18722	7394	14
2024	FORD	GLAVAL UNIVERSAL	1FD4E4FN4RDD20333	6039	14
2024	FORD	GLAVAL UNIVERSAL	1FD4E4FN5RDD22589	4960	14
2024	FORD	GLAVAL UNIVERSAL	1FD4E4FN1RDD23321	9138	14
2024	FORD	GLAVAL UNIVERSAL	1FD4E4FN8RDD23400	6829	14
2019	FORD	E-450	1FD4E4FS7KDC03308	119759	20
2019	FORD	E-350	1FD4E3FS9KDC15286	110187	14
2019	FORD	E-350	1FD4E3FS0KDC14253	109200	14
2019	FORD	E-450	1FD4E4FS6KDC03316	105647	20
2019	FORD	E-350	1FD4E3FS3KDC27773	93445	14
2019	FORD	E-350	1FD4E3FS4KDC27779	110068	14
2019	FORD	E-350	1FD4E3FS5KDC27774	76853	14
2019	FORD	E-350	1FD4E3FS8KDC27851	121220	14
2019	FORD	E-350	1FD4E3FS2KDC27845	98356	14
2019	FORD	E-450	1FD4E4FS6KDC27762	85142	20
2019	FORD	E-450	1FD4E4FS2KDC39066	100310	20
2019	FORD	T-350	1FDES8PM5KKA80826	103931	13
2019	FORD	T-350	1FDES8PM3KKA80825	141625	13
2019	FORD	T-350	1FDES8PM7KKA63655	118326	13
2019	FORD	E-350	1FD4E3FS8KDC52703	93522	14
2019	FORD	E-350	1FD4E3FS3KDC51197	98216	14
2020	FORD	T-350	1FDES8PM6KK890994	120024	13

Appendix D to Verified Statement of Buyer

Year	Make	Model	VIN	Last CI Odometer	SEATING CAPACITY
2020	FORD	T-350	1FDES8PM1KKB90997	97244	11
2018	FORD	E-450	1FD4E4FSXJDC28069	78620	20
2025	FORD	E-450	1FD4E4FN2SDD01902	8255	14
2025	FORD	E-450	1FD4E4FN4SDD03618	24762	12
2025	FORD	E-450	1FD4E4FN7SDD04665	27795	12
2025	FORD	E-450	1FD4E4FN8SDD00754	10235	14
2025	FORD	E-450	1FD4E4FN2SDD01785	15167	14
2025	FORD	E-450	1FD4E4FN7SDD10238	709	12
2025	FORD	E-450	1FD4E4FN8SDD10250	691	14
2025	FORD	E 450	1FD4E4FN4SDD28759	787	12
2025	FORD	E450	1FD4E4FN7SDD10322	805	14
2019	DODGE	SE 29S	2C4RDGBG6KR568177	73350	3
2019	DODGE	SE 29S	2C4RDGBG3KR568184	92029	3
2019	DODGE	SE 29S	2C4RDGBG3KR568198	109134	3
2019	DODGE	SE 29S	2C4RDGBG4KR568193	88527	3
2015	DODGE	SW	2C4RDGBG6FR559663	161077	6
2011	FORD	E-350	1FTDS3EL4BDA42778	273445	8
2011	FORD	E-350	1FTDS3EL9BDA53629	287451	10
2009	FORD	E-350	1FD4E45S79DA18607	269858	14
2009	FORD	E-450	1FD4E45S99DA06197	222387	14
2011	FORD	E-450	1FD4E4FS58DA19520	195904	16
2008	FORD	E-450	1FD4E45S89DA37716	225361	14
2008	FORD	E-450	1FD4E45S79DA06196	215650	14
2011	FORD	E-450	1FD4E4FS88DA39308	176239	14
2012	FORD	E-450	1FD4E4FS1CDA41483	191872	14
2011	FORD	E-450	1FD4E4FS58DA72668	190102	14
2011	FORD	E-250	1FTNS2EW88DA26799	274258	7
2006	FORD	E-350	1FTSS34L46HB37171	290864	12



Preventive Maintenance Policy – Mileage-Based Intervals

Purpose

The purpose of this policy is to establish a clear and consistent preventive maintenance (PM) schedule for all company vehicles to ensure safety, reliability, and compliance.

Scope

This policy applies to all company-owned, leased, or operated vehicles.

Policy

1. Preventive Maintenance Intervals

Preventive Maintenance services will be performed at the manufacturer-recommended mileage intervals, as listed on the approved Vehicle Preventive Maintenance Checklist.

For routine services scheduled every 5,000 miles, the acceptable service window shall be 500 miles before to 500 miles after the due mileage.

Example: A PM service due at 5,000 miles may be performed anytime between 4,500 miles and 5,500 miles.

2. Measurement Guidelines

Odometer readings shall be used as the official measurement for scheduling services.

Tire tread depth, brake pad thickness, and fluid levels must be recorded during each service using the measurement sections provided in the PM Checklist.

3. Compliance Responsibility

The Center Transportation Director/Manager/Coordinator or Fleet Manager is responsible for monitoring odometer readings and scheduling vehicles within the allowed 1,000-mile window. Drivers must record daily mileage on trip logs to assist with scheduling accuracy.

4. Documentation Requirements

All maintenance performed must be documented on the PM Checklist and attached to the service invoice. The invoice must include: Vehicle Number, Year/Make/Model, VIN, Odometer Reading, and Date of Service. Completed documents will be scanned and stored in the designated e-folder or office binder for audit purposes.

5. Non-Compliance

Vehicles that miss the PM service window (beyond 500 miles overdue) must be removed from service until the required maintenance is completed.

Repeated non-compliance may result in review of center operations and corrective action.



Vehicle Preventive Maintenance (PM) Checklist

Section 1 – To be Completed by Active Day

Date: Click or tap to enter a date. Center Name: ST:
 Shop Name: Vehicle #: / Mileage:

When taking your vehicle in for a Preventive Maintenance Check (every 5000 miles):

1. Complete the information above and email the form to your service shop or print and send with the vehicle.
2. When picking up the vehicle confirm the invoice includes: 1) Vehicle #, 2) Year, Make & Model, 3) VIN # 4) Odometer Reading, and 5) Date of Service. **Please Note: Invoices cannot be processed without this information.**
3. Attach completed PM Checklist to the invoice and return both to the center for payment processing.
4. Scan copies of both documents and save them to this vehicle's designated e-folder on the center's shared drive or in the designated office binder.

Please Note: This form should be used only for regularly scheduled maintenance visits, not for repair calls.

Section 2 – To be Completed by Shop Representative

TIRE MEASUREMENTS				BRAKE MEASUREMENTS				
LF Tire:		RF Tire		(Best Tires)	L Front:		R Front:	
LR Inner:		RR Inner:		(Lowest Tread)	L Rear:		R Rear:	
LR Outer:		RR Outer:		(Second Best Tread)				

MAINTENANCE ITEM	X	MILEAGE DUE	NOTES
1. Lube Oil and Filter Change SAE-5W-30 Synthetic Blend Oil ONLY	<input type="checkbox"/>	5,000	
2. Tire Rotation Set PSI and Brake Inspection/Report Findings	<input type="checkbox"/>	5,000	
3. Check Front End for Looseness	<input type="checkbox"/>	5,000	
4. Inspect for Leaks	<input type="checkbox"/>	5,000	
5. Inspect Fluid & Fluid Levels and Top-off as Needed	<input type="checkbox"/>	5,000	
6. Inspect Wiper Blades	<input type="checkbox"/>	5,000	
7. Inspect Batteries/ Cables, Charging Volts	<input type="checkbox"/>	5,000	
8. Inspect Engine Air Filter	<input type="checkbox"/>	5,000	
9. Inspect Belts and Hoses	<input type="checkbox"/>	5,000	
10. Check All Lights	<input type="checkbox"/>	5,000	
11. Rear Differential Service	<input type="checkbox"/>	100,000	
12. Coolant Service No Flush/Exchange Only	<input type="checkbox"/>	100,000	
13. Trans Fluid Exchange/ Filter	<input type="checkbox"/>	100,000	

Signature of Shop Representative: _____ Date: _____



Pre and Post Trip Inspections



1

Training Objectives

The objectives of this training are to:

- Understand the importance of vehicle inspections
- Learn how to conduct and document Pre and Post Trip Inspections, and complete a Driver Vehicle Inspection Report
- Review vehicle cleaning procedures
- Understand periodic vehicle maintenance requirements

2

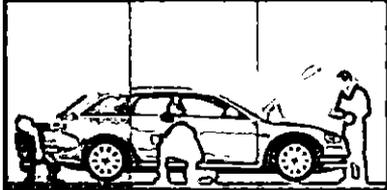
Importance of Driver Vehicle Inspections

- Safety is the most important and obvious reason to inspect a vehicle – both the driver's and the passenger's safety.
- A vehicle defect found during an inspection could save lives and needless injuries.
- A breakdown on the road will cost time and dollars, or even worse, a vehicle crash.
- And federal and state laws require vehicle inspections by the driver.



3

Pre-trip Vehicle Inspections



4

Conducting Pre-trip Inspections

Conducting pre-trip inspections is critical in managing the safe operation of NEMT vehicles. Federal Motor Carrier Safety Regulations (FMCSRs) require drivers to conduct vehicle inspections and document deficiencies so the company can address them before the vehicle is operated. The purpose of the pre-trip inspection is two-fold:

1. Be sure that any critical vehicle safety defects found by the previous driver have been addressed through evaluation and/or service; and
2. Be sure that the vehicle about to be operated is safe and in good working condition.

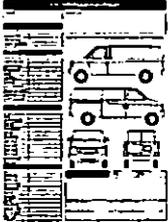
Drivers occasionally may think that a thorough pre-trip inspection is not necessary – especially if they work for a company who has a very good maintenance program and where there are generally few vehicle issues.

However, failing to conduct a pre-trip inspection (or post-trip, for that matter) is negligent, and against NEMT company guidelines and federal safety regulations.

5

Filling out the Driver Vehicle Inspection Report

- Drivers are required to complete a Pre-trip and Post-trip DVIR, which lists all important mechanical parts of the vehicle.
- Drivers should note any issues identified on the DVIR.
- On the back of the DVIR are vehicle diagrams where the driver describes any damages to the vehicle.
- Drivers should be as specific as possible with any of their information provided on the DVIR.
- Maintenance personnel need to understand the issue clearly so that they can investigate, correct the defect if necessary, and prevent unsafe conditions.



6

Basic Pre-trip Inspection Steps

A basic pre-trip inspection can be divided into eight steps:

1. Review the previous trip vehicle inspection report
2. Check the overall appearance of the vehicle when approaching
3. Conduct a walk-around inspection
4. Check the headlights, brakes and auxiliary lights, and four-way flashers
5. Check remaining interior functions
6. Check safety equipment
7. Check wheelchair lift
8. Check securement devices

7

1. Review the Previous Trip Inspection Report

- A major component of the pre-trip inspection process involves the review of the DVIR from the previous day, which is the last inspection report documented for that vehicle.
- The driver must review the previous day's DVIR and look for any reported defects or issues noted. In turn, the driver will check the status of any noted repairs while conducting the current vehicle inspection.
- Any previously reported safety-related defects must be corrected before the vehicle is operated, and any completed repairs should be noted and signed off by the mechanic.
- After verifying that all safety issues have been repaired, and the mechanic has signed the DVIR, the driver should sign the appropriate area at the bottom of the DVIR (Driver's Signature).

8

2. Check the Vehicle's Overall Appearance

As you approach the vehicle, take note of its general condition.

- Do you notice any damage?
- Is it leaning to one side?
- Is there anything hanging from underneath?



Look underneath the vehicle for any fresh fluids. If fresh fluid is observed under the engine area, a leak can be further investigated or confirmed by inspecting the engine compartment.

If you see any confirmed leaks or suspicious fresh fluid puddles, try to determine the fluid type and have the leak evaluated by a mechanic or the Operations Manager.

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3. Conduct a Walk-around Inspection

- ✓ As you walk around the vehicle, check the condition of each tire and wheel. Check each tire to ensure it is not flat. Also check for:
 - ✓ Loose or missing lug nuts, rust marks, and cracked wheels
 - ✓ Oil on tires or wheels
 - ✓ Cuts, bulges, cracks, not enough tread, or uneven tread wear on the tires
 - ✓ Loose or separated treads
- ✓ Make sure that all auxiliary lights and reflectors are clean and not broken.
- ✓ Check the windshield for cleanliness and damage. The following are allowable conditions, but are still noted:
 - Any windshield crack not over 1-inch wide, as long as it's not intersected by any other crack.
 - Any damaged area that can be covered by a quarter, as long as it's more than three inches from any other damaged area.
 - If the crack affects the driver's vision, note on the DVIR and have it looked at by maintenance or the Operations Manager.

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3. Conduct a Walk-around Inspection (con't)

- ✓ Check the spring tension on the wiper arms and check the wiper blades for damage and signs of age (like stiff rubber).
- ✓ Check each door operation to ensure that they open, close, and latch properly
- ✓ Check the exterior safety equipment:
 - Spare tire
 - Tire chains or similar traction aids (if needed)
 - Reflective triangles (three) and spare fuses (if not kept inside passenger compartment)
- ✓ As you walk around the vehicle, check for damages or missing parts.



11

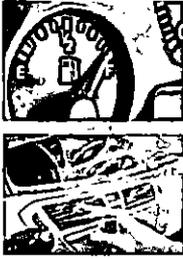
4. Check Headlights, Brake and Auxiliary Lights and Four-way Flashers

- ✓ With the engine off and the parking brake on, turn on the four-way flashers, headlights, taillights, and any auxiliary lights.
- ✓ Step out of vehicle and walk around the vehicle to make sure all lights are working.
- ✓ Go back inside the vehicle watching the light patterns in front of the vehicle, toggle your high beams to ensure they are operational.
- ✓ To check if the brake lights are working, park the vehicle facing a reflective surface like a glass storefront, turn on the ignition, and then press the brake pedal while observing the rear lights in the reflection to see if they illuminate properly. If another driver is available, ask them to stand behind the vehicle and confirm if the brake lights turn on when the brake pedal is pressed.

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5. Check Remaining Interior Functions

- ✓ Check for general cleanliness.
- ✓ Make sure the gas tank is full or note that the tank must be filled.
- ✓ Operate the windshield wipers and washer.
- ✓ Check that the vehicle's heating, air conditioning, defroster and ventilation system is working properly
- ✓ Test your horn.
- ✓ Check the play in your steering wheel. As you turn the wheel left and right, you should feel tension after turning the wheel 1 to 2 inches. Listen for unusual noises



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5. Check Remaining Interior Functions (con't)

- ✓ Check critical dashboard light indicators, which includes:
 - Engine light, oil pressure light, brake system warning light, and battery warning light. The vehicle should not be operated if any of these lights are on.
 - Check the instrument and other panels for any warning lights, such as anti-lock braking system (ABS), tire pressure monitor, etc.
- ✓ The speedometer should be operational.
- ✓ Check the odometer and write in the DVIR the number of miles indicated
- ✓ Check that the airbag indicator light is not on.



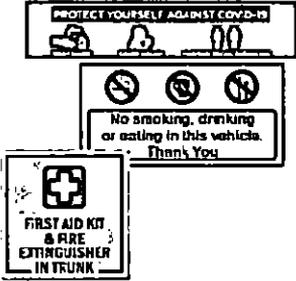
14

5. Check Remaining Interior Functions (con't)

The company or members may require that specific signage is posted and visible in the vehicle.

Check that the signs are present and posted. For example:

- No smoking, eating or drinking sign
- Sign that indicates that the first aid kit and fire extinguisher in trunk. This notice is displayed on the dashboard of a sedan.



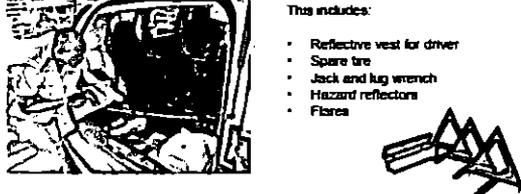
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6. Check Safety Equipment

Safety equipment should be checked to ensure it meets the company vehicle operating standards.

This includes:

- Reflective vest for driver
- Spare tire
- Jack and lug wrench
- Hazard reflectors
- Flares



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6. Check Safety Equipment (con't)

Check all of the following required safety equipment.

- Fire Extinguisher
- Ice scraper (Oct 1 – April 30)
- Extra fuses, if the vehicle has interior fuse boxes
- Umbrella



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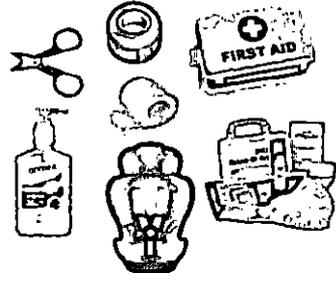
6. Check Safety Equipment (con't)

First aid kit that contains:

- Gauze pads
- Soft roll bandages
- Adhesive tape
- Scissors

Also,

- Biohazard Spill Kit
- Child Seat Restraints
- Masks / Gloves/Sanitizer



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7. Check Ramp and Wheelchair Lift

Wheelchair lifts should be fully deployed and tested as part of the daily pre-trip inspection.



DOT 49 CFR Section 37.163 requires the transit company to establish a system of regular and frequent maintenance checks of wheelchair lifts. The vehicle drivers must report, by the most immediate means available, any failure of a lift.



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7. Check Ramp and Wheelchair Lift (con't)



- Vehicles with lifts should have an inspection of the controls, the lock plates, light or sensor plates.
- Ensure the equipment properly deploys up and down, and locks into place.
- And that the vehicle will not operate the lift unless it is in PARK (interlock)



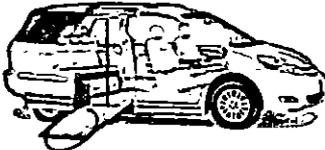
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7. Check Ramp and Wheelchair Lift (con't)

Vehicles with ramps will be inspected for:

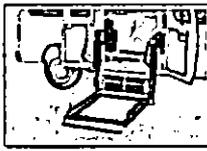
- Cleanliness
- Slip-proof surfaces
- Any protrusions
- Tie down tracks are serviceable
- Securement of stowed ramps



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21

7. Check Ramp and Wheelchair Lift (con't)



- Braun and Ricon, wheelchair lift dealers, both recommend that wheelchair lifts be serviced every six months to ensure proper operation.
- Also, regular cleaning with mild soap (i.e. hand soap, car wash liquid) and drying thoroughly will protect lift painted surfaces.
- Cleaning is especially important in areas where roads are salted in winter.

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8. Check Securement Devices

Wheelchair securement devices should be inspected to determine:

- That the securement devices are in working order and not in need of obvious repair
- That the correct number of devices are in the vehicle as related to the number of wheelchair positions in the vehicle



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If an issue is discovered during any of the above checks, have the condition checked/ fixed if it will affect the safe operation of the vehicle.

You should not use a vehicle that is not in safe operating condition.



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Report Any Unusual Occurrences or Issues

- In addition to vehicle component condition, drivers should report any unusual occurrences or issues observed while driving, even if they do not know the cause or component affected.
- For example, experiencing a loss or reduction of power or the vehicle pulling to one side under certain circumstances should be reported.
- If there are no defects, deficiencies or concerns to report, the DVIR has a location to indicate this.



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Complete the Driver Vehicle Inspection Report (DVIR)



- On two driver trips, only one driver needs to sign the vehicle inspection report, provided both drivers agree as to the defects or deficiencies identified.
- If a driver drives more than one vehicle, a report must be prepared for each vehicle operated.
- Upon completion of the inspection, finalize the DVIR.
- One copy is given to the Operations Manager, and one copy is filed in the vehicle record.
- Remember, the driver must sign the DVIR.

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Possible Outcomes to Inspections

The vehicle passes	→	Driver leaves for route
The vehicle passes with minor violations	→	Driver leaves for route, Vehicle tagged for maintenance
The vehicle fails inspection	→	Vehicle is tagged out of service, Driver assigned another vehicle

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Post-trip Vehicle Inspections



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Post-trip Driver Vehicle Inspection Report

- At the completion of each route, the driver is required to conduct a Post-trip DVIR.
- Post trip inspections are critical in managing the vehicle safety process. They provide an opportunity for drivers to detail any issues they experienced while operating that vehicle that day.
- The written report must identify and list any defect or deficiency discovered or reported to the driver that would affect the safety of the vehicle or result in a mechanical breakdown.
- The report must cover at least the parts and accessories listed under "Vehicle Inspection." If defects are noted by the driver, the company is required to certify on the original report that the repairs have been made, or that the defect does not affect the safe operation of the vehicle.

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Post-trip Driver Vehicle Inspection Report

- This process is also important to the next driver who will be operating the same vehicle. He or she will be relying on your detailed information with regard to safety issues to cue the maintenance staff to remedy.
- If a driver doesn't take the time to properly document issues on the vehicle inspection report, maintenance staff won't know of any pertinent issue(s), and the next driver may take the vehicle on a trip without knowing any issues existed, jeopardizing the safety of everyone on-board and potentially the general public.
- All DVIRS must be retained by the company for 3 months where the vehicle is stored.

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Vehicle Preventive Maintenance Inspections



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Vehicle Inspections and Vehicle Maintenance

- An important part of vehicle inspections and vehicle maintenance is the establishment of strong communication ties between drivers, mechanics, and management. Everyone plays a part in ensuring vehicles are safe to operate.
- Every vehicle should have blank copies of the DVIR with a clipboard on-board for drivers to complete. The driver should identify any defects and report them before driving the vehicle.
- If a problem arises during a shift, the driver should notify maintenance (and the Operations Manager) and add information and comments to the DVIR.
- All DVIRs are to be maintained in the vehicle's permanent file.



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Lock Out / Tag Out Procedures



- When malfunctions and/or defects are detected which threaten safe operating performance, the vehicle should not be used to transport passengers until the defects are corrected.
- Maintenance must use company Lock Out/Tag Out procedures to alert staff that this vehicle should not be operated.



In addition to securing the vehicle keys, placing steering wheel lockout covers communicate a message to drivers and mechanics that the vehicle is tagged for maintenance and should not be used. The covers are an important part of vehicle lockout/tagout procedures.

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Scheduling Vehicle Repairs

Once a vehicle is identified as needing maintenance work, it's important that the work be tracked and scheduled so repairs do not go unchecked, duplicate work is not performed, and work is completed in the most efficient manner.

Work orders are the most efficient way to record and track work. Once a work order is prepared, it usually falls into one of these categories:

- In progress - The mechanic reviews the work order and begins the work.
- Pending - The work order is pending due to lack of parts or has been added to the maintenance schedule.
- Deferred - If a repair is deferred, it has been decided that the vehicle can be operated, and the repairs can be postponed with no further deterioration or safety risk.

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Preventive Maintenance

- Preventive maintenance (PM) is the regular inspection and repair of a vehicle to prevent breakdowns and extend its life.
- Maintenance is critical to sustaining a safe, reliable fleet. Properly maintained vehicles improve safety, prevent breakdowns, minimize more costly repairs down the line and improve the company's image.
- In addition to helping fleet meet short-term goals, properly maintained vehicles also protect the future of the company.
- Some common examples of preventive maintenance include oil changes, checking spark plugs, examining hoses and filters, as well as careful inspection of a vehicle's chassis, brakes and overall engine health.
- Periodic vehicle maintenance inspections are classified at different levels, which are "A", "B", and "C" inspections.

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Required Vehicle Preventive Maintenance - "A" Level Inspection

3000 - 4000 Miles or 2 months (whichever comes first)

- Check all exterior lights
- Headlights (high and low beams)
- Back-up lights and alarm
- Taillights
- Stop lights
- License plate light and plate taillight
- Turn signals
- Hazard warning lights
- Dashboard lights
- Interior lights




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Required Vehicle Preventive Maintenance – “B” Level Inspection
 8000 – 12,000 Miles or 6 months (whichever comes first)

All of “A” inspection plus:

- Check power steering fluid level
- Check transmission fluid level
- Check batteries
- Check antifreeze and condition
- Check exterior for body damage and condition of paint, lettering, decals, and molding
- Check air filter
- Check shock absorbers and springs
- Check wheel bearings - Rotate tires
- Check fuel tank condition
- Check alternator mountings for tightness
- Check steering wheel for play
- Check parking brake
- Check for any abnormal noise or vibration, both internal and external
- Check brake and acceleration pedals
- Check sun visor
- Check horn
- Check signs (signs required by USDOT or Local requirements such as “No Smoking” etc.)
- Check all window glass, door glass, and window operation
- Check A/C system

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Required Vehicle Preventive Maintenance – “C” Level Inspection
 24,000 – 36,000 Miles or 12 months (whichever comes first)

All of “B” inspection plus:

- Detailed Frame and Body checks (Schedule C unless manufacturer requires more frequent) including bolts/nuts, rivets, and welds.
- Pull all wheels, measure and inspect brake drums, rotors, brake pads, and calipers
- Change rear axle differential fluid
- Change fuel filter
- Change air filter
- Clean engine and engine compartment (as needed)



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Vehicle Cleaning



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Regular Vehicle Cleaning

- Cleaning is a critical element of caring for your van and wheelchair accessible vehicle.
- Daily routine cleaning of your vehicle is the best way to prevent a problem from developing.
- Use blood borne pathogen precautions.
- Try to keep a regular schedule with a minimum interval of one week between each deep cleaning and pay special attention to areas where dirt and debris may collect.



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Vehicle Maintenance Recordkeeping



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Vehicle Maintenance Recordkeeping

- All vehicle maintenance activities should be documented in the vehicle's maintenance record. The recommended way to maintain vehicle histories is to place important forms (inspections, receipts, work orders, etc.) in separate color-coded folders for each vehicle.
- On a minimum, the company must maintain adequate vehicle maintenance historical records to substantiate that maintenance is being performed to manufacturer recommendations for the required categories. The Operations Manager needs to assure that the work is being performed at the correct service intervals.
- In addition, the vehicle records must substantiate that both daily inspections and safety inspections are being performed.
- This information can be analyzed to identify trends and diagnose equipment repairs.

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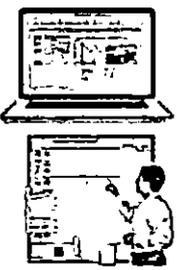
Maintenance Recordkeeping

- Historical records are kept to verify that maintenance is being performed according to the manufacturers' recommendations. All vehicle maintenance becomes part of the vehicle's historical record. **Also, if a mechanic or tow truck is dispatched to a vehicle in service, the road call is also documented.**
- Vehicle maintenance records for each vehicle should be kept in separate color-coded file folders and rotated to an archive folder after 90 days, and should include:
 - Blue file folders:** Documentation of annual safety inspections, including ADA components (wheelchair lift, ramp etc.), performed by a certified mechanic.
 - Red file folders:** Completed daily pre-trip and post-trip DVIRs documenting mechanical issues and deficiencies.
 - Yellow file folders:** Copies of all parts or services invoices, or repair work orders, documenting that the maintenance and repairs were performed.

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Maintenance Recordkeeping

- The company can also purchase vehicle maintenance software to track repairs and receive notifications when vehicle are due for inspections.
- Repair information should be visible and easy to locate in the maintenance area. Using a white board, the chart indicate what vehicles are in repair, what the repair is, what vehicles were sent out to other shops, parts that were ordered, and those that are out of service.



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Vehicle Accidents

- If an accident occurs, an accident lawyer and insurance company may request to review the completed Driver Vehicle Inspection Reports (DVIR) and vehicle files for that vehicle.
- Investigators consider inconsistent or uncompleted vehicle inspections as a red flag and are investigated further.
- During a legal deposition, the company may be asked:
 - If a pre-inspection was completed and how is it carried out?
 - Was the driver properly trained to conduct a vehicle inspection?
 - How is the information documented and recorded?
 - Was the vehicle ever put out of service for malfunctions - if so, for what?
- The attorney or insurance adjuster may try to prove that the driver did not follow safety protocols and did not conduct a thorough pre-trip inspection.

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The Importance of a Safe Operation

- The proper maintenance of any sophisticated equipment, including paratransit vehicles, ensures its safe operation and achievement of its life expectancy.
- Paratransit vehicle accidents caused by the lack of maintenance or vehicle malfunctions are preventable.
- Routine physical and visual inspections must be conducted on a regularly scheduled basis.
- No matter who performs the actual maintenance on a vehicle, it is the driver's responsibility to confirm that the vehicle has been inspected. The driver must verify that maintenance has been completed, and the vehicle is in proper operating condition.
- If it isn't right, don't drive it!

46

Create a Company Safety Culture



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Take the test to review your knowledge.



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Attachment G

List of Buyer's Officers and Shareholders

List of Buyer's Officers and Shareholders

Officers of Active Day, Inc.

Matthew Donnelly

Stephen Connor

Tyler Dunphy

Shareholders of Active Day, Inc.

ADSC Holdings, Inc. (100%)

Attachment H

Buyer's Corporation Papers from
PA Dept. of State



Pennsylvania Department of State
Bureau of Corporations and Charitable Organizations
PO Box 8722 | Harrisburg, PA 17105-8722
T: 717.787.1057
dos.pa.gov/BusinessCharities

September 25, 2025

CT Corporation System
600 NORTH SECOND STREET, SUITE 401
HARRISBURG, PA 17101

Entity Name: Active Day, Inc.
Entity File Date: September 23, 2025
Entity Number: 0014839730
Filing Type: Foreign Business Corporation

The Bureau of Corporations and Charitable Organizations is happy to send your filed document. The Bureau is here to serve you and we would like to thank you for doing business in Pennsylvania.

Thank you for registering with the Department of State to do business in Pennsylvania. Like many other businesses, you may have employees, sell taxable products, or provide a taxable service to consumers in Pennsylvania. Please visit www.pa100.state.pa.us to register for business taxes with the Department of Revenue and the Department of Labor and Industry. You may also visit www.Business.pa.gov to find resources for businesses through all stages of development.

Beginning in 2025, annual reports are required for all domestic filing entities, limited liability general partnerships and registered foreign associations. More information will be forthcoming from the Bureau. However, to ensure that you receive notice of how and when to make annual reports, keep all information on file with the Bureau up-to-date, particularly registered office address.



0014839730



COMMONWEALTH OF PENNSYLVANIA
 Department of State
 Bureau of Corporations and Charitable Organizations
 PO Box 8722
 Harrisburg, Pennsylvania 17105-8722
FOREIGN REGISTRATION STATEMENT
 Fee: \$250

Pennsylvania Department of State
-FILED-
 File #: 0014839730
 Date Filed: 9/23/2025

B0934-8555 09/23/2025 11:18 AM Received by Pennsylvania Department of State

DSCB:15-412 (rev. 2/2017)

In compliance with the requirements of 15 Pa.C.S. § 412 (relating to foreign registration statement), the undersigned foreign association hereby states that:

Foreign Business Type Filing type	Foreign Business Corporation
Association Name The full and proper name of the foreign association as registered in its jurisdiction of formation is Business name in Pennsylvania	Active Day, Inc. Active Day, Inc.
Effective Date The filing shall be effective when filed with the Department of State	
Additional Information Jurisdiction of Formation Select one of the following	DELAWARE The association may not have series.
The street address of the association's principal office. Principal Office Address	6 NESHAMINY INTERPLEX DR STE 401 TREVOSE, PA 19053-6942
The mailing address of the association's principal office. Mailing Address	6 NESHAMINY INTERPLEX SUITE 401 TREVOSE, PA 19053
Home Jurisdiction Addresses Select one Home Jurisdiction Street Address Home Jurisdiction Mailing Address	The association's home jurisdiction requires the association to maintain a street and mailing address in that jurisdiction. 1209 N ORANGE ST WILMINGTON, DE 19801-1120 1209 N ORANGE ST WILMINGTON, DE 19801-1120
Registered Office The name of the commercial registered office provider and the county of venue is CT Corporation System Commercial Registered Office Provider Venue and Publication County	DAUPHIN
Additional provisions, if any Additional provisions	
<input type="checkbox"/> I qualify for a veteran/reservist-owned small business fee exemption (see help)	

Electronic Signature

IN TESTIMONY WHEREOF, the above-named association has caused this Foreign Registration Statement to be signed by a duly authorized representative

Full Name	Title	Date
Matthew Donnelly	President and Chief Operating Officer	09/23/2025