

# THE HARFORD CENTER

Procedure Title: Procedure for Community Activities at Earlton Rd. Location

Department: Program

Updated: November 2, 2017

Purpose: Community outings are intended to facilitate community relationships, community inclusion, and build skills that can only be built in an inclusive-setting. Community outings need to directly relate to a person's goals and interest. Trips are not taken just for the sake of leaving the building.

1. Trip forms must be submitted to the immediate supervisor one week in advance, along with weekly schedules. Included must be the assigned CMT to administer medication.
2. Planned trips must not be changed without authorization from your supervisor, this includes the people who are signed up to go on the trip.
3. The final trip form once it is reviewed, and signed by your supervisor, must be submitted to the Executive Assistant, no later than 10 am on the day of the trip. The final form should reflect all updated information, such as absentees, the CMT assigned to administer medications, or any other changes to the original form.
4. The sign out sheet at the front office must be completely filled out before you exit the building. All trips must exit from the front of the building. No one is to sign individuals out ahead of time. If you sign someone out, and they are left behind this could be considered neglect, and could result in disciplinary action.
5. Any trips requiring staff to use interstate I-95 must have prior approval from The Program Director.
6. The keys for all of the vehicles will be kept in the Transportation office. When you sign out for the trip is when you will have access to the keys, at this time you will also receive a phone assigned to the bus you are signing out. The expectation is that you use this phone and not your personal phone. You must sign an agreement between you and The Harford Center on usage and care of the agency phone.
7. While on trips it is the expectation that individuals are engaged in an activity. It is not acceptable to "ride-around" on a bus or eat lunch on the bus. Community outings are intended to enhance a person's skills and inclusion in the community.

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8. While on outings, all staff represent the Harford Center and are expected to act professionally at all times.
9. It is not permissible to smoke during outings with individuals or on the bus at any time.
10. It is not permissible to run personal errands during outings. The sole purpose of the outing is to enhance the development of the individuals supported at the Harford Center.
11. All agency vehicles **must** return with minimum of a half of tank of gas.
12. Gas will be purchased at 7-11 located at Beard's Hill road and West Bel Air Ave. Staff need to pull up to the pump, turn off the vehicle, walk inside, you may have to give the mileage of the vehicle. At no time can individuals be left unattended on the bus. If you are the only staff person, please take your individuals inside the station to provide necessary information to the gas station attendant and then have individuals return to the vehicle before pumping gas. Return the receipt to the Transportation Supervisor with the mileage and your pin (last 4 digits of your social security) No credit card is needed.

By signing below I acknowledge that I have read and understand the Procedure for Community Activities.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Staff: \_\_\_\_\_