

Procedure Title: Supporting people off of the bus in the a.m.

Department: Program

Updated: February 06, 2018

Purpose: To provide people we serve quality supports in a safe environment

1. When a buses arrives in the morning, all direct support staff will assist with unloading individuals off the bus, and into the building.
2. Once individuals are in the building a staff member must remain with individuals, and maintain the individual's ratio established at the individual planning meeting.
3. At no time are individual's to be left in the rest room or day rooms unattended.
4. Failure to comply with the above will result in disciplinary action.