

Kansas Administrative Regulations

Kansas Department for Aging and Disability Services

Article 52.—Crisis Intervention Centers

26-52-25. Transportation.

(a) Each licensee shall develop and implement policies and procedures for providing transportation for patients, including the following:

(1) Reasonable accommodations for patients scheduled for discharge from the center shall be provided pursuant to K.S.A. 59-29c08, and amendments thereto.

(2) Transportation services for patients may be provided in a vehicle owned or leased by the center or in a vehicle owned or leased by an outside entity who has a contract with the center to provide transportation services.

(3) If transportation services for patients is provided in a vehicle owned or leased by the center, the center's policies and procedures shall include the following:

(A) Procedures to be followed by center staff members in case of an accident, injury, elopement, or other similar incident that occurs during transportation of a patient;

(B) documentation shall be maintained and kept on file in the center's records of the list of all staff members authorized to transport patients in a vehicle owned or leased by the center; and

(C) documentation shall be maintained and kept in the center's records that each staff member authorized to transport patients has a valid driver's license for the class of vehicle being driven.

(4) If transportation services for patients is provided in a vehicle owned or leased by a contracting outside entity, the center's policies and procedures shall include the following:

(A) Procedures to be followed by the contracting outside entity and center staff members in case of an accident, injury, elopement, or other similar incident that occurs during transportation of a patient; and

(B) documentation shall be maintained by the center for all contracting entities authorized to transport patients. The contracting entity shall ensure that each driver

responsible for the transport of patients has a valid driver's license for the class of vehicle used.

(b)(1) Each licensee shall ensure that a safety check is performed on each vehicle that is owned or leased by the center and is used to transport patients before the vehicle is placed in service and annually. A record of each safety check and all repairs and improvements made shall be kept on file at the center. When any patient is transported in a vehicle owned or leased by the center, the vehicle shall be in safe working condition.

(2) Each outside entity that provides transportation services for patients shall maintain each vehicle in safe working condition and shall maintain documentation of vehicle repairs and safety checks performed on each vehicle used to transport patients before the vehicle is placed in service and annually.

(c) Each vehicle used to transport any patient shall be covered by accident and liability insurance as required by the state of Kansas.

(d) Each transporting vehicle shall have a first-aid kit.

(e) Each vehicle used to transport any patient shall be equipped with an individual seat belt for the driver and an individual seat belt for each passenger. The driver and each passenger shall be secured by a seat belt when the vehicle is in motion.

(f)(1) All passenger doors shall be locked while a vehicle used to transport patients is in motion.

(2) Patients shall neither enter nor exit the vehicle from or into a lane of traffic. When the vehicle is vacated, the driver shall make certain that no patient is left in the vehicle.

(3) Smoking in a vehicle used to transport patients is prohibited.

(g) Each patient shall be transported directly to the location designated by the licensee. No unauthorized stops shall be made along the way, except in an emergency.

(h) Additional staff for patient supervision during transport shall accompany the patient during transport as needed for the safety and security of all occupants of the vehicle.

(i) A transportation log shall be kept that includes date, departure time, number of patients, destination name and address, time of arrival at destination, and, if patients are returning to the center, the date and time of return to the center.

(Authorized by and implementing K.S.A. 39-2004; effective, T-26-2-16-24, Feb. 16, 2024; effective, T-26-6-10-24, June 10, 2024; effective June 28, 2024.)

***** Authenticated Kansas Administrative Regulation *****