



TRANSPORT VEHICLES

POLICY.

It is the policy of the Deschutes County Corrections Division to provide specific guidelines to corrections staff governing the operation of any transport vehicles, in a manner that provides safeguards against escape and protects the safety and well-being of inmates, staff and the public.

PURPOSE.

The purpose of this policy is to provide corrections staff with clear guidelines and requirements for the operation of transport vehicles, while transporting inmates to and from court facilities, medical appointments and other areas of jurisdiction.

OREGON JAIL STANDARDS:

- E-316 Transportation Vehicles

REFERENCES:

- DCSO [Policy 3.03 Disciplinary Action](#)
- DCSO [Policy 5.16 Motor Vehicle Crash Investigation](#)
- DCSO [Policy 8.10 Vehicles: Use, Service, Repairs and Equipment](#)
- Federal Highway Administration Regulation 49 CFR 382.305, Controlled Substances and Alcohol Use and Testing

DEFINITIONS.

Class C Commercial Driver's License. A license, obtained through the Oregon Department of Motor Vehicles that authorizes the driver to operate a vehicle carrying sixteen or more passengers, including the driver. The vehicle must have a gross weight rating of 26,001 pounds or less.

Emergency Vehicle Operations Course (EVOC). Training in the safe operation of law enforcement or any other emergency services vehicle.

Transport Bus. A van, bus or other motor vehicle that is designed for and capable of carrying sixteen or more passengers, including the driver.

Transport Vehicle. A car or van used by the Corrections Division, primarily for the transporting of inmates to and from court appearances, other areas of jurisdiction, medical appointments or other purposes approved by the Corrections Captain.

PROCEDURES.**SECTION A: GENERAL GUIDELINES**

- A-1.** Authorized deputies will operate transport vehicles in a safe, defensive and reasonable manner at all times. All state and local laws, rules and regulations pertaining to the safe operation of highway vehicles will be followed. In addition, Sheriff's Office policies addressing vehicle operation standards will be adhered to.
- A-2.** Due to the large size and additional weight of transport buses, extra precaution must be taken while operating this type of vehicle. The primary use for the 16 or more person transport bus is the transporting of inmates within the Northwest Shuttle System.
- A-3.** Any staff operating or driving the 16 or more person transport bus with passengers will meet the following requirements:
- a. Must be sworn personnel.
 - b. Hold, at minimum, a Basic Certificate through the Oregon Department of Public Safety Standards and Training.
 - c. Complete a department approved Emergency Vehicle Operations Course, by a certified EVOC instructor, in a vehicle similar to the transport bus they will be operating.
 - d. Possess a valid Class C Commercial Drivers License issued by the Oregon Department of Motor Vehicles.
 - e. Give consent, in writing, for alcohol and drug testing to be conducted as described in this policy.
- A-4.** The cost of obtaining or renewing a valid Class C Commercial Driver's License will be paid by Deschutes County, if the employee operates a transport bus. Employees will not, however, be reimbursed for licenses obtained prior to having a legitimate need to operate a county owned transport bus.
- A-5.** Deputies operating other transport vehicles that hold fewer than 16 passengers need only to possess a valid Oregon Driver's License.
- A-6.** Transport vehicles must have a caged passenger compartment that does not allow inmates to exit the vehicle without the aid of a deputy.
- A-7.** During transport on buses, inmates may be separated by gender, classification, or special needs. Transport busses have compartments to facilitate limited special seating arrangements.
- A-8.** Only sworn deputies will transport inmates.
- A-9.** Deputies will check out all transport vehicle keys on the *Key Log Form No. 290*. A supervisor will sign the key log when the keys are returned.

SECTION B: OPERATIONAL REQUIREMENTS

- B-1.** In an effort to ensure deputies operating a 16 or more person transport bus provide a high degree of safety to others and themselves, deputies will meet and comply with the specific guidelines listed below:
- a. Random, annual testing for drugs and/or alcohol will be conducted. This testing should be at the rate of at least 10% of all drivers for alcohol and 50% of all drivers for drugs.
 - b. A copy of the Consent for Alcohol and Drug Testing Form No. 271 will be signed and kept in the employees' personnel files. This must be completed prior to the employees operating a transport bus.
- B-2.** Due to the large quantity of inmates being transported, deputies operating a transport bus will have a second deputy present whenever possible. The second deputy will assist in backing up the vehicle. The assisting deputy will signal the driver, from outside the vehicle, of any hidden dangers behind the transport bus. The driver will maintain visual observation of the assisting deputy while backing up. Deputies will also:
- a. Conduct a thorough inspection and search of any transport vehicle prior to and after each prisoner transport.
 - b. Maintain a current list of inmates being transported.
 - c. Drive and operate any transport vehicle in a safe manner.
 - d. Whenever practicable, secure inmates in provided seatbelts.
 - e. Be aware of surroundings and dangerous conditions and take appropriate action for safety.
 - f. Know the location of the vehicle at all times by noting the mile post markers and the name or number of the road being traveled.
 - g. At vehicle accidents, call 911 and advise them of the accident.
 - h. Remember the transport deputy's first priority at any accident scene is the inmates.
 - i. Report in writing any malfunctions of the vehicle by the end of the shift to the transport sergeant.
 - j. Contact 911 Dispatch by radio at the beginning and end of each transport.

SECTION C: TRANSPORT VEHICLE ACCIDENTS

- C-1.**
- a. As per Summary of Decision for Alcohol and Drug Testing Form No. 270, any driver of a transport vehicle involved in an accident will be tested for alcohol/drug use if:
 1. Involved in a personal injury accident requiring professional medical treatment.
 2. Involved in any motor vehicle accident involving non-county owned vehicles.
 3. Personal injury to a citizen occurs.
 4. Behavioral conduct that is erratic, excessive drowsiness, slurred and or incoherent speech or lack of motor control.
 5. More than \$1,000.00 damage to any public or private property.

- b. In certain circumstances where there is reasonable suspicion that alcohol or drugs are involved, an employee may be tested for alcohol/drugs use for the following situations:
 1. Personal injury accident does not require professional medical attention.
 2. County-owned vehicle or property damage less than \$1,000.00.
 3. Public or private property damage less than \$1,000.00 with no public safety danger.
- c. Positive test results of illegal drugs or alcohol, at or above the confirmation limits described in Drug/Alcohol Threshold Form No. 274, shall be grounds for disciplinary action against the employee. Corrective action up to and including termination of employment may result, depending on the totality of the circumstances as described in DCSO [Policy 3.03, Disciplinary Action](#)
- d. The cost of drug/alcohol testing will be paid by the Sheriff's Office.
- e. Any deputy using any prescription medication that may affect work performance (such as behavioral or narcotic medications) will complete a Prescription Drug Release Form No. 272 and submit this to their supervisor immediately. A copy will be placed in the employee's personnel file.

SECTION D: TRANSPORT VEHICLE INSPECTION AND MAINTENANCE

- D-1.** Transport vehicles will be maintained as per requirements of the Deschutes County Sheriff's Office Automotive Supervisor. Maintenance needs will be promptly reported to the transport sergeant, or any on-duty corrections supervisor, as outlined in DCSO [Policy 8.10, Vehicles: Use, Service, Repairs and Equipment](#).
- D-2.** A Weekly Vehicle Inspection Form No. 910 will be completed on all transport vehicles. The deputy conducting the inspection will notify the transport sergeant or any on-duty corrections supervisor if there are any unacceptable areas noted.

SECTION E: TRAINING AND DOCUMENTATION

- E-1.** All required training will be documented by the Sheriff's Office Training Coordinator. The Administrative Lieutenant or designee will maintain a record of those corrections deputies authorized to operate a transport bus, and communicate that information with Deschutes County Risk Management upon request.

FORM USED:

- Consent for Alcohol and Drug Tests Form No. 271
- Drug/Alcohol Threshold Limits Form No. 274
- Prescription Drug Release Form No. 272
- Random Selection Process Form No. 273
- Summary of Decision for Alcohol and Drug Testing Form No. 270
- Weekly Vehicle Inspection Form No. 910
- Key Log Form No. 290