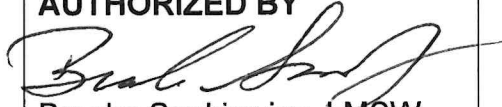


CHAPTER Facilities	CHAPTER 08	SECTION 002	SUBJECT 10
SECTION Transportation		DESCRIPTION Vehicle Operations and Maintenance	
WRITTEN BY Lauren J. Emmons, ACSW Clinical Supervisor	REVISED BY Lisa Ruddy, MPH QI Supervisor	AUTHORIZED BY  Brooke Sankiewicz, EMSW, CADC, CEO	

APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers	<input type="checkbox"/> Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) permits the use of county-owned and personal vehicles on agency business.

STANDARDS:

- A. LCCMH maintains a fleet of county vehicles for staff use. Personal vehicles are used when a county vehicle is not available.
- B. Persons served must only be transported in county vehicles.
- C. Seat belts are required to be used by all drivers and passengers in agency and personal vehicles.
- D. All county vehicles are designated as "smoke-free" by Lapeer County policy and LCCMH Smoking Policy #08.003.45. Smoking is strictly prohibited in agency vehicles.

CHAPTER Facilities	CHAPTER 08	SECTION 002	SUBJECT 10
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PROCEDURES:

A. Scheduling/Returning:

1. Staff utilize the car reservation software for all county vehicle reservations.
2. Reservations for staff transporting persons served are prioritized by front desk staff. Reservations for staff not transporting persons served may be canceled if the county vehicle is needed to transport persons served. If persons served transport is required and there are no available vehicles in the reservation software, staff contacts the front desk to inquire about canceling a non-transport reservation.
3. If a reserved vehicle is no longer needed, staff must cancel the reservation utilizing the car reservation software.
4. Reservations not utilized within an hour of the original reservation time (without notification) are canceled by the front desk support staff.
5. Front desk support staff cancels vehicle reservations for staff who call in.
6. All trash must be removed from the vehicle after each use.
7. Keys will be distributed and collected by the designated support staff. If a vehicle is being returned after hours, keys, gas cards, and gas receipts (if applicable) are to be placed in the "after-hours return" drawer.
8. Staff will return the vehicle at or before the ending time reserved. This ensures the vehicle is available for the next person who has it reserved. If staff are returning a car late, they must call the front desk.
9. Staff must check in the vehicle upon return utilizing the car reservation software.

- B. Refueling: The agency has an agreement with Wex Inc. to use the State of Michigan Fleet Card for fueling the vehicles. Since LCCMH is a tax-exempt agency, fuel purchases will originally be charged at the full (or pump) price. Federal and state taxes will be deducted from the monthly billings. For this reason, gasoline purchases should be made only at participating gas stations and only with the Wex Fleet Cards. Participating gas stations can be found at <https://www.wexinc.com/Michigan/M56301>.

CHAPTER Facilities	CHAPTER 08	SECTION 002	SUBJECT 10
SECTION Transportation		DESCRIPTION Vehicle Operations and Maintenance	

1. Designated support staff maintain the fuel credit cards and follow a check-out procedure to distribute the credit cards.
2. Refueling will be completed prior to transporting person served.
3. A legible sales receipt must be obtained (the sales total and date must be clear). If a receipt does not print out at the pump, staff go into the gas station and have them print one out.
4. Gas cards and legible receipts are checked in with the designated support staff upon return. Staff name, vehicle used, and credit card number (1, 2, 3, etc.) are written on the receipt. As a guideline, the vehicles should be refueled whenever there is a half tank of gasoline or less.

C. Maintenance:

1. If maintenance issues are identified, staff note the issue in good detail in the car reservation software upon check-in. If it is an issue requiring immediate attention, staff notifies the designated support staff and Harmony Hall Supervisor or designee.
2. Designated support staff notify the Harmony Hall supervisor or designee if vehicle maintenance is needed according to the car reservation system.
3. Harmony Hall staff perform monthly vehicle inspections.
4. Quarterly, or more often as needed, routine maintenance and safety inspections will be completed by Lapeer County's contracted vehicle service provider.
5. Vehicles are checked out in the car reservation software for any required maintenance.

D. Emergency Procedures:

1. Each agency vehicle has an emergency bag with safety equipment. The content of the emergency bag is established by and routinely inspected by the Harmony Hall designated staff and/or Health and Safety Committee.
2. Each agency vehicle has a clipboard that contains emergency contact information and procedures to follow in case of an incident. These clipboards are

CHAPTER Facilities	CHAPTER 08	SECTION 002	SUBJECT 10
SECTION Transportation		DESCRIPTION Vehicle Operations and Maintenance	

monitored monthly by Harmony Hall staff and items updated/refilled as needed. Support staff contacts Harmony Hall supervisor to request ordering of additional supplies. See LCCMH Vehicle Incident / Accident Reporting #08.002.15.

3. Staff can check out safety equipment for their personal vehicle if they are conducting agency business.

REFERENCES:

LCCMH Vehicle Incident / Accident Report Policy #08.002.15
LCCMH Smoking Policy #08.003.45
County of Lapeer Smoking Policy – A Smoke-Free Workplace

LR

This policy supersedes
#08/09019 dated 08/11/2009.
