


LAPEER COUNTY COMMUNITY MENTAL HEALTH**Date Issued 08/11/2009****Date Revised 01/25/12; 03/11/13; 03/07/17, 8/22/17; 09/19/18; 03/01/19;
05/12/22**

CHAPTER Facilities	CHAPTER 08	SECTION 002	SUBJECT 10
SECTION Transportation		DESCRIPTION Vehicle Operations and Maintenance	
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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. Lapeer County Community Mental Health maintains a fleet of county vehicles for CMH use.
- B. A county vehicle will be used by staff before personal vehicle use.
- C. When a county vehicle is not available, employee staff member will use their own personal vehicle to attend to clinic business such as site visits, vendor visits, clinic-related meetings, and conferences.
- D. Only under exceptional circumstances may persons served be transported in personal vehicles. Under such extraordinary circumstances, the staff member must notify their supervisor or a member of the Management Team and their personal auto insurance company.

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- E. Any time a staff member is using a personal vehicle to conduct clinic business, the personal vehicle will have safety equipment (e.g., first aid kit etc.) secured in the vehicle.
- F. Seat belts are required to be used by all drivers and passengers in agency and personal vehicles
- G. All agency vehicles are designated as “smoke free” by Lapeer County policy. Smoking is strictly prohibited in agency vehicles.
- H. Each vehicle has a clipboard that contains emergency contact information and procedures to follow in case of an incident. These clipboards are monitored on a monthly basis by Harmony Hall staff and items updated/refilled as needed. Support staff contacts Harmony Hall supervisor to request ordering of additional supplies.

PROCEDURES:

- A. Scheduling/Returning: In order to assure availability to all staff, there is a check out procedure for vehicles.
 - 1. Staff must inquire about vehicle availability through the designated support staff assigned to vehicle scheduling, who is responsible for reserving vehicles.
 - 2. Reservations for vehicles can be made up to three weeks in advance, by sending an email to CarReservation@lapeercmh.org, unless special accommodations are made.
 - 3. All vehicle reservations requests must include the following:
 - a. date
 - b. times
 - c. whether transporting person served or not
 - 4. Vehicles may be prioritized as needed with staff transporting persons served receiving the highest priority. Non-transporters will be bumped for transport of a person served.
 - 5. If a reserved vehicle is no longer needed, staff who checked out the vehicle must notify support staff of the cancellation.

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6. Any reserved vehicle not utilized within an hour of the original reservation time with notification can be signed out to another person.
 7. Keys will be distributed and collected by the designated support staff. If a vehicle is being returned after hours, keys, inspections sheets, gas cards, and gas receipts (if applicable) are to be placed in the "after hours return" drawer.
 8. Return the vehicle as close to the ending time reserved. This ensures the vehicle is available for the next person who has it reserved. Call the front desk if the vehicle will be returning late.
- B. Refueling: The agency has an agreement with Marathon Oil Company to use their credit cards 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 in the monthly billings. For this reason, gasoline purchases should be made only at Marathon and only with the credit cards.
1. The credit cards will be kept by the support staff designated for vehicle scheduling and will follow a check-out procedure.
 2. Cards will be distributed by the designated support staff.
 3. A legible sales receipt must be obtained (the sales total and date has to be clear). If a receipt does not print out at the pump, 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. Your name, vehicle used, and card number (1-2, 2-3, etc.) must be written on the receipt. As a guideline, the vehicles should be refueled whenever there is a half tank of gasoline or less.
- C. Maintenance: Each time an agency vehicle is used, staff is to fully complete a Vehicle Pre-Trip Inspection form during each use detailing the condition of the vehicle (these forms are kept in the clipboard in each vehicle) and return it with the keys to the designated support staff at the vehicle check-out area.
1. The LCCMH designated support staff assigned to vehicles will notify the Harmony Hall supervisor or designated staff if vehicle maintenance is needed according to the Vehicle Pre-Trip Inspection Forms turned in.

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2. If a staff member becomes aware of a maintenance or repair issue needing immediate attention, staff member must notify the LCCMH designated support staff assigned to vehicles or Chief Operating Officer.
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 may not always be available due to scheduled maintenance. Between inspections, if staff becomes aware of a problem, it must be documented on the Vehicle Inspection form.

D. All trash must be removed from the vehicle after each use.

E. Emergency Equipment: Each agency vehicle will have safety equipment, secured in the vehicle in an emergency bag. The content of the emergency bag is established by and routinely inspected by the Harmony Hall designated staff and/or Health and Safety Committee.

REFERENCES:

See also, Policies entitled "Smoking Policy", "Vehicle Incident / Accident Reporting", and "Out of Office Service Provision".

AB:mgr

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