

<b>CHAPTER</b> Facilities	<b>CHAPTER</b> 08	<b>SECTION</b> 002	<b>SUBJECT</b> 10
<b>SECTION</b> Transportation		<b>DESCRIPTION</b> 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 for 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 and cannot be left alone in the vehicle in any circumstance.
- 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.

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## PROCEDURES:

### A. Scheduling/Returning:

1. Staff utilize the vehicle 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 can be canceled if the county vehicle is needed to transport persons served. If transport is required for a person served and there are no available vehicles in the reservation software, the 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 vehicle 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. The front desk support staff cancel vehicle reservations for staff who call in.
6. All trash must be removed from the vehicle after each use.
7. Keys are 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 return the vehicle at or before the time reserved ends. This ensures the vehicle is available for the next person who has it reserved. If staff return the vehicle late, they must call the front desk.
9. Staff are required to use the check-in tab in the vehicle reservation software.
10. The staff who reserved and used the vehicle are responsible for logging the vehicle's current mileage upon vehicle return and checking the vehicle back into the vehicle reservation software during the check-in process.

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B. Refueling:

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

1. Designated support staff maintain the fuel credit cards and follow a check-out procedure to distribute the credit cards.
2. Refueling is completed before transporting the person served.
3. A legible sales receipt must be obtained, clearly showing the sales total and date. If a receipt does not print at the pump, the staff goes into the gas station and has one printed.
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 half a tank of gasoline or less.

C. Maintenance:

1. If maintenance issues are identified, staff note the issue in detail in the vehicle reservation software upon check-in. If it is an issue requiring immediate attention, staff must notify the designated support staff and the Contract Manager or designee.
2. Staff report major problems to the Contract Manager or LCCMH Maintenance Worker if the Contract Manager is not available.
3. Designated support staff notify the Contract Manager or designee if vehicle maintenance is needed according to the vehicle reservation system.
4. Harmony Hall staff performs monthly vehicle inspections.
5. Quarterly, or more often as needed, routine maintenance and safety inspections are completed by Lapeer County's contracted vehicle service provider.

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6. Vehicles are checked out in the vehicle reservation software for any required maintenance.

D. Emergency Procedures:

1. In an emergency, each vehicle is equipped with a list of emergency steps and contacts which is kept with the vehicle registration in the glove box at all times. Staff refer to this document to ensure emergency steps are followed.
2. Each agency vehicle has an emergency bag with safety equipment. The content of the emergency bag is established and routinely inspected by the Harmony Hall designated staff and/or the Health and Safety Committee.
3. Each agency vehicle has a clipboard with emergency contact information and procedures to follow in case of an incident. These clipboards are monitored monthly by Harmony Hall staff, and items are updated/refilled as needed. Support staff contacts Harmony Hall supervisor to request ordering additional supplies. See LCCMH Vehicle Incident / Accident Reporting #08.002.15.
4. 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

TS & JS: lr

**Supersedes:** #08/09019 dated 08/11/2009