

Washtenaw County Community Mental Health

**VEHICLES AND TRANSPORTATION – (policy)**

**PURPOSE**

Establish a policy to direct the use and maintenance of WCCMH vehicles

**POLICY**

WCCMH will manage vehicle use in a manner that promotes staff and consumer safety and ensures fiscal responsibility

**DEFINITIONS**

County vehicle: a car, mini-van or van owned or possessed by Washtenaw County. For the purposes of this policy, a van is described as a vehicle rated as capable of holding at least 8 passengers and a driver or a vehicle that is equipped with a wheelchair lift.

Commercial Motor Vehicle: Any self-propelled or towed motor vehicle used on a highway in interstate commerce to transport passengers or property when the vehicle:

- Is designed or used to transport more than 8 passengers, including the driver, for compensation; or
- Is designed or used to transport more than 14 passengers, including the driver, and is not used to transport passengers for compensation.

Accident: Any occurrence involving a WCCMH vehicle which results in:

- A Fatality;
- Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
- One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
- Any event which includes property or vehicle contact

Disabling damage: Damage that precludes departure of a WCCMH vehicle from the scene of the accident in its usual manner in daylight after simple repairs.

- Inclusions; Damage to WCCMH vehicles that could have been driven, but would have been further damaged if so driven.
- Exclusions;
  - Damage that can be remedied temporarily at the scene of the accident without special tools or parts.
  - Tire disablement without other damage even if no spare tire is available.
  - Headlight or taillight damage.
  - Damage to turn signals, horn, or windshield wipers that make them inoperative.

Fatality: An injury that results in the death of a person at the time of the WCCMH vehicle accident or within 30 days of the accident.

**PROCEDURES**

*See procedures manual*

## REFERENCES

- Request for Michigan Driver Record (available online at: [http://www.michigan.gov/documents/BDVR-155\\_06-03\\_69637\\_7.pdf](http://www.michigan.gov/documents/BDVR-155_06-03_69637_7.pdf) )
- Accident Packet (available from your program's designee)
- US Department of Transportation Federal Motor Carrier Safety Administration Regulations
  - Sect. 390.5 Definitions
  - Sect. 382.303 Post Accident Testing

## EXHIBITS

- A. Transportation Checklist and Guidelines
- B. Vehicle Guide/Orientation

**Washtenaw County WCCMH Vehicle Checklist**

Driver \_\_\_\_\_ Date \_\_\_\_\_

Vehicle # \_\_\_\_\_ Amt of Fuel to start: Beginning Mileage \_\_\_\_\_ Ending Mileage \_\_\_\_\_  
E \_\_1/4\_\_1/2\_\_3/4\_\_F

**Applies to Cars, Minivans and Vans**

**Daily Walk Around Checklist**

- \_\_\_\_ Headlights and Hood latch
- \_\_\_\_ Turn Signals
- \_\_\_\_ Brake lights, Taillights, Back up Lights
- \_\_\_\_ Front and Rear Tires
- \_\_\_\_ Front Tires and Wheels (inflation, lugs, tread)
- \_\_\_\_ Rear Tires and Wheels (inflation, lugs, tread)
- \_\_\_\_ Tailpipe and Hangers
- \_\_\_\_ Check Loading Doors
- \_\_\_\_ Check Lift
- \_\_\_\_ Fluids leaking on ground
- \_\_\_\_ Exterior damage; notes
- \_\_\_\_ Windows clean and clear
- \_\_\_\_ Other, please specify

**Problems that require Service:**

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**Daily Interior Check List**

- \_\_\_\_ Washer Fluid, Wipers
  - \_\_\_\_ All Gauges (fuel, oil, coolant, etc....)
  - \_\_\_\_ Horn
  - \_\_\_\_ Mirror Adjustment
  - \_\_\_\_ Interior Cleanliness
  - \_\_\_\_ Seats (damage and belts)
  - \_\_\_\_ First Aid Kit
  - \_\_\_\_ Reflectors
  - \_\_\_\_ BBP Kit / Accident Packet
  - \_\_\_\_ Lifts
  - \_\_\_\_ Heat / Defrost / AC
  - \_\_\_\_ Tie Downs / Wheelchair
  - \_\_\_\_ Fastened Seatbelts
  - \_\_\_\_ Brakes Stop and Hold
  - \_\_\_\_ Alcohol- based hand sanitizer
  - \_\_\_\_ Cell Phone present
- \* Vehicles should never be returned with less than 1/2 tank of gas

**Fluid Levels (Checked daily for vans/Checked bi-weekly for cars and minivans)**

- \_\_\_\_ Engine Oil
- \_\_\_\_ Transmission Fluid
- \_\_\_\_ Brake Fluid
- \_\_\_\_ Coolant / Antifreeze
- \_\_\_\_ Power Steering Fluid
- \_\_\_\_ Check Belts, Loose or Torn
- \_\_\_\_ Engine Compartment Leaks

**Amt of Fuel At End:**

E \_\_1/4\_\_1/2\_\_3/4\_\_F

**Certification:** I the undersigned Driver, Hereby Certify that I did properly inspect each item before checking the space next to it and have noted items that need review.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**TRANSPORTATION CHECKLIST GUIDELINES**

All WCCMH Staff who use Washtenaw County vehicles must use this checklist each time the vehicle is driven.

- Daily checklist pertains to cars, mini-vans and full-size vans.
- Daily and bi-weekly checklists need to be turned in to the Program Administrator Designee bi-weekly. Every site will have at least one Program Administrator Designee.
- When returning vehicles, the gas tank should be within  $\frac{1}{2}$  and full. Vehicles should never be returned with less than  $\frac{1}{2}$  tank.
- Regularly scheduled maintenance will be done on all vehicles once every 5000 miles or every 3 months.
- Any damages, maintenance needs or concerns should be referred to the Program Administrator Designee. If that staff is not available any staff can take a vehicle to the designated service facility when needed. On the road breakdowns can be handled by either contacting the Program Administrator Designee or by contacting Sakstups Towing at (734) 971-5400. They will provide road service of towing to a Firestone if necessary.

Washtenaw County Community Mental Health

**Vehicle Guide/Orientation**

**PURPOSE:** *This agreement sets the standard for managing and operating Washtenaw County Community Mental Health County vehicles and should be read and signed before new employees drive County vehicles.*

**1. Vehicle Scheduling and Cancelling**

- A. Vehicles must be scheduled in E.II for time used.
- B. When scheduling a vehicle, schedule extra time to ensure the vehicle is returned prior to its next scheduled use. This avoids conflict when the next employee is scheduled to have the vehicle.
- C. To cancel the vehicle reservation you must cancel it in E.II.

**2. Authorization of Vehicle Use**

- A. All employees who drive County vehicles need to have a pin number to use the gas card.
- B. All employees MUST complete and sign a vehicle checklist located in the notebook in the vehicle before and after each use.
- C. All employees, interns, and students must pass a driver's license background check prior to driving any vehicles. This is completed at time of hire and annually thereafter.
- D. All vehicle checklists and vehicle sign in and sign out sheets will be kept for documentation by WCCMH Program Administrator Designees.

NOTE: The County vehicles are for County consumer transportation purposes as a priority and staff outreach secondary. Exceptions may be made for staff attending work-related conferences.

**3. Fueling The Vehicle**

- A. All PIN numbers will be given to staff by the County Vehicle Coordinator.
- C. All vehicles have an assigned gas card which remains in the vehicle.

**4. Vehicle Maintenance**

- A. Sakstrups is the towing company that assists with any towing needs, jumping the battery, etc. Authorized staff may call them at: 734-971-5400.
- B. Authorized staff will schedule routine maintenance through Leaseplan. Program Administrator Designees will contact them at: 1-800-323-6644.

