

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)
- 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:

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
- ___ Fire Extinguisher and bracket
- ___ 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.

5. Driver Responsibilities

- A. Each driver is responsible for the care and use of the County vehicle in their possession. Therefore, driver’s responsibilities include, but are not limited to the following:
 - 1. Making sure that the vehicle is signed out on the vehicle sign out sheet when the vehicle is taken and signed back in when the vehicle returns.
 - 2. Complete the vehicle checklist inside of the vehicle so that proper documentation is recorded.
 - 3. Make sure the vehicle is fueled. Do not return with less than ½ of a tank.
 - 4. Report any issues (i.e. brake light, check engine light on in the vehicle) they notice to the Program Administrator Designee.
 - 5. Assure that every time they leave a vehicle, that vehicle has all of the following supplies:
 - BBP Kits
 - First Aid Kit
 - County Driver’s Guide
 - Hand Sanitizer
 - Accident Report envelope in the glove compartment
 - Insurance Card
- B. Inform Program Administrator Designee when the vehicle is in need of a special cleaning.
- C. Assure that all occupants use seat belts at all times.
- D. Assure that there is no eating, or smoking in vehicles.
- E. Assure that keys to the vehicles are ALWAYS RETURNED TO THE KEY BOX AFTER USE! Regardless of whether it is a designated team vehicle.
- F. Keep the vehicle as clean as possible i.e. take all trash and items with you when you return the vehicle.
- G. Comply with Washtenaw County Driver’s Guide.

6. Overall Responsibilities

Department Supervisors are responsible for the following:

- A. Communicating the content of this policy to employees under their supervision.
- B. Identifying and training existing and newly selected vehicle operators to comply with this policy.
- C. Enforcing compliance with County and WCCMH policy.

_____ Date
Staff Signature

_____ Date
Supervisor Signature