

**CENTRAL STATE HOSPITAL
POLICY**

SUBJECT: UTILIZATION AND CONTROL OF STATE-OWNED VEHICLES

ANNUAL REVIEW MONTH: December

RESPONSIBLE FOR REVIEW: Maintenance Director

LAST REVISION DATE: August 2009

The purpose of this policy is to provide for the effective control, accountability, and optimal utilization of all state-owned hospital vehicles and the record keeping procedures for operators of state-owned hospital vehicles. Except in rare emergency situations, service areas, departments and offices will not use vehicles to deliver inter-office correspondence, to deliver issue tickets to the Warehouse, or to transport supplies and materials from the Warehouse. Vehicles and personnel are assigned to the Mail Room and the Warehouse for these purposes.

The Department of Behavioral Health and Developmental Disabilities (DBHDD) Policy and Procedure Manual, PART XIII A.1., Attachment #1, Vehicle Insurance Coverage -State-Owned or Long-Term Leased Vehicles, provides the employee and certain non-profit contract agencies and their employees protection against legally imposed liability while operating a state-owned or long-term leased vehicle. A state employee is responsible for operating a vehicle assigned to perform his/her official duties and shall not, as a rule, permit a person other than a state employee to operate the vehicle. Only in a life or property threatening situation will a non-state employee be allowed to drive a state vehicle.

The hospital requires all personnel who drive state-owned vehicles to possess a valid driver's license which is appropriate for the type of vehicle driven. A driver of a commercial type vehicle must possess a valid commercial drivers' license of the proper class and necessary endorsements for the vehicle being operated.

In compliance with the Federal Commercial Drivers License Law and the United States Federal Motor Carrier Law regarding operation of commercial vehicles, the DBHDD has revised the record keeping procedures for operators of commercial type vehicles.

EMPLOYER RESPONSIBILITY

A driver qualification file must be established and maintained by

the respective service area, department or office on each driver of a commercial type vehicle (even if they never leave the premises) and among other required documents must include an annual motor vehicle report (MVR). The file is subject to inspection by hospital management as well as by the Department of Behavioral Health and Developmental Disabilities (DBHDD) Safety Unit.

The Department of Public Safety will provide the driving record (MVR) of any person to any employer and the payment of a fee of not more than \$10.00 (O.C.G.A., 40-5-155). The Motor Vehicle Report (MVR) must be obtained from Georgia State Patrol.

Employers must review annually the MVR with the employee and identify any serious traffic offenses. Any vehicle accident (regardless of severity) must be documented in writing with copies of the police report and supervisor's accident investigation report (form 5286), and placed in the employee's driver qualification file. The review should be documented with the name of the reviewer and date of the review.

In addition, the hospital requires the respective service chief, department head, office director or his/her designee to check each vehicle operator's drivers license monthly for validity and the proper class for the vehicle he or she is operating. Each monthly check must be documented in the employee's driver qualification file.

The CSH Police Chief will conduct routine license checks. Citations will be issued when drivers fail to possess a proper valid license, and such citations will be reported immediately to the Chief Operations Officer (COO) for appropriate action.

EMPLOYEE RESPONSIBILITIES

An employee with a commercial drivers license (CDL), who drives a commercial vehicle and who is convicted of violating, in any type of vehicle, a state or local law relating to motor vehicle traffic control must immediately notify his/her employer of such conviction.

An employee who has a driver's license suspended, revoked, or canceled, or loses the right to operate a commercial vehicle for any period, shall notify his/her current employer no later than the end of the business day following notice of suspension or loss of privilege. Failure by the employee to do so or continue driving a state vehicle without proper authorization will be grounds for disciplinary action, up to and including dismissal.

Anyone operating a DBHDD titled vehicle must attend a defensive driving course at least every three years, in accordance with the DBHDD Motor Vehicle Management manual. This training is offered by the Staff Development and Training Department.

FIRE EXTINGUISHERS AND FIRST AID KITS

It shall be the responsibility of the CMTS Manager or designee to insure that ALL vehicles are equipped with a fire extinguisher, blood barrier kit and First Aid Kit as required by the DBHDD Motor Vehicle Management Manual. Service chiefs, department heads and office directors shall be responsible for establishing internal procedures to insure that a fire extinguisher, blood barrier kit and First Aid Kit are maintained in all passenger vehicles permanently assigned to their respective areas.

WHEELCHAIR TRANSPORTATION SERVICE

CMTS will supply and operate vehicles equipped with wheelchair lifts from 7:15 a.m. to 5:00 p.m., Monday through Friday. CMTS will take wheelchair clients to out of town appointments as needed and requested. The vehicle driver will operate the lift gate and securing devices. Other assistance and required services must be supplied by the division. No lift gate will be operated or vehicle moved unless proper safety and securing devices are utilized.

NON-EMERGENCY STRETCHER TRANSPORTATION

CMTS will operate convalescent vehicles by utilizing shifts: 7:15 a.m. to 5:00 p.m., Monday through Friday; 3:00 p.m. to 11:00 p.m., Monday through Friday; and 9:00 a.m. to 3:00 p.m., Saturday and holidays. All Sunday and non-emergency transports after 11:00 p.m. will be handled by calling the CSH Police Department. The purpose of this service is to provide the necessary transportation for non-ambulatory clients in non-emergency situations. CMTS will supply the vehicle driver. Each service area is responsible for providing escort personnel and personnel to assist the driver in loading and unloading clients at the service area.

All safety and securing devices will be utilized while transporting clients. The driver will not move the vehicle until these devices are properly secured.

OFF CAMPUS TRIPS

CMTS will operate off campus vehicles such as 40-Passenger Buses, Convalescent Care Vans, cars, carryalls, for out of town trips such as clients hospital appointments, returning clients back from outside hospital (Augusta, etc.), recreational outings, and picking up supplies from out of town. The service areas will set up the transportation arrangements for client appointments. CMTS has an off campus transportation slip they use to track this type of transportation. CMTS maintains the documentation of these off campus slips for one year for audit purposes.

COMMUNICATION

Staff accompanying clients to off campus appointments will, prior

to departing CSH; pick up a Southern Linc Radio from the CSH Police Department. Staff will utilize these radios to maintain communication with the police department and treatment unit supervisory staff. Service chiefs will coordinate with the CSH safety director to ensure appropriate training with the Southern Linc Radio is provided for staff.

SPECIAL SERVICES

The following special transportation services are provided as appropriate and required:

1. The transmittal of Medical Charts/Records, Patient Movement Information System Reports, Civil Commitment Papers, Leave Without Pay Reports, and others as required.
2. Transportation provided to and from the client care areas to local Mental Health Clinic when needed.
3. Sunday Church Services as needed.
4. Others (unanticipated non-scheduled activities and/or needs).
 - a. administrative, on campus and local
 - b. administrative, out of town
 - c. administrative, out of state
 - d. ambulance service - this is provided in compliance with Policy and Procedure #5.04/5.04A - Ambulance Service.

Approved:

This policy has been approved by the CEO and CMO on 12/09.