

CENTRAL STATE HOSPITAL
PROCEDURE

SUBJECT: UTILIZATION AND CONTROL OF STATE-OWNED VEHICLES

ANNUAL REVIEW MONTH: December

RESPONSIBLE FOR REVIEW: Maintenance Director

LAST REVISION DATE: August 2009

The objective of this procedure is to establish control measures for providing essential transportation requirements, both on and off hospital grounds, for all Central State Hospital (CSH) organizations.

Participants: Service Chief/Department Head/
Office Director/designee
Chief Operations Officer (COO)
Maintenance Director
Central Motor Transport Service
(CMTS) Project Manager
CMTS Dispatcher
Driver
CMTS Supervisor
Police Chief
CMTS Driver

REQUESTING PERMANENT LOAN VEHICLES

PERSON RESPONSIBLE

RESPONSIBILITY

**Service Chief/Department
Head/Office Director**

1. Determine transportation needs.
2. Insure that vehicle drivers possess valid licenses.
3. Prepare and submit a request to the Chief Operations Officer (COO) indicating the number and types of vehicles required, including a full justification.

COO

1. Evaluate request.
2. Forward request to Maintenance Director if approved.

3. Return request to originating organization if disapproved.

Maintenance Director or
CMTS Project Manager

1. Assign a vehicle to requesting organization when an approved request is received from the COO.
2. Assure that a fire extinguisher, blood barrier kit and First Aid Kit are in all vehicles permanently assigned to the organization.
3. Complete form CSH-579, Central State Hospital Vehicle Condition/Inspection Report, when vehicle is assigned; file the original copy and forward a copy of the form to service chief, department head or office director.

Service Chief/Department
Head/Office Director

1. Insure that a chemical fire extinguisher with visible gauge and inspection tag, blood barrier kit and First Aid Kit are in all vehicles upon acceptance of vehicle from CMTS.
2. Maintain file for form CSH-579.
3. Assure that a copy(ies) of form CSH-64, Vehicle Off Campus Trip Daily Log Sheet, is maintained in vehicle(s) and is completed by the driver upon each use of the vehicle.
4. Establish internal controls to insure that:
 - a. fire extinguisher, blood barrier kit and First Aid Kit remain in vehicle(s),
 - b. fire extinguisher is checked periodically with tag reflecting annual inspection, and
 - c. First Aid Kit and blood barrier kit are checked periodically with contents being replaced as necessary.
5. Report loss of fire extinguisher,

blood barrier kit and/or First Aid Kit to CMTS Project Manager.

**REQUESTING TEMPORARY USE OF VEHICLE
FOR LOCAL AND OUT-OF-TOWN TRIPS**

**Service Chief/Department Head/
Office Director/designee**

1. Determine that need exists and that it cannot be met with available resources.
2. Telephone CMTS Dispatch Office to make request. Inform the CMTS Dispatch Office of the type of vehicle required, the date and time needed, and if a CMTS driver is required. Forward completed form CSH-536, Request For Temporary Use Of Vehicle, to CMTS dispatcher.
3. Monitor all off campus trips. Assure all sheets are properly logged, filed and maintained.

CMTS Dispatcher

1. Determine if vehicle and driver, if needed, are available and advise the requesting organization.
2. Schedule vehicle and driver (if available) for use by requesting organization.
3. Verify that driver has proper valid license.
4. Return approved or disapproved copy of form CSH-536 to requesting employee/organization.
5. Assure that Section I. of form CSH-579, Vehicle Condition and Inspection Report, is completed prior to releasing vehicle to driver.

Driver

1. Inspect vehicle prior to driving and complete Section II. of form

CSH-579.

2. Complete first 5 columns (Begin Odometer Reading through destination) of form CSH-64 at the beginning of trip.
3. Report any mechanical malfunction or damage to CMTS supervisor prior to driving vehicle.
4. Abide by all state laws, rules and regulations governing operation of a motor vehicle, drive defensively and have proper license in possession when driving a state vehicle.
5. Notify supervisor immediately when license is suspended, restricted or revoked.
6. Accept responsibility for the vehicle assigned to perform official duties and, as a rule, permit only another state employee to drive the vehicle. (Only in a life/property threatening situation will a non-state employee be allowed to drive the state vehicle as only state employees are covered by liability insurance.)
7. Remove keys from ignition when parking vehicle and secure to preclude unauthorized entry or use of vehicle.
8. Check under and to rear of the vehicle before moving vehicle.
9. Be familiar with packet of material in dashboard compartment of vehicle on reporting accidents and also CSH Policy and Procedure #5.15/5.15A - ACCIDENTS INVOLVING STATE VEHICLES.
10. Make no credit card purchases except in an emergency, and any emergency purchases in excess of

fifty dollars (\$50.00) must have the CMTS Project Manager's approval.

11. Complete all columns of form CSH-64 off campus trips, sign under Signature Column upon return from trip. Leave sheet in vehicle for next driver. When sheet is completely filled up, turn it into your service chief, department head, office director or CMTS dispatcher as appropriate.
12. Remove litter from vehicle.
13. Return vehicle along with keys, credit card, and completed form CSH-579 to CMTS Dispatch Office during normal working hours or police department outside of normal working hours.

CMTS Supervisor

1. Accept vehicle at CMTS Dispatch Office during normal working hours.
2. If malfunctions or damages are reported, initiate corrective action.
3. If vehicle is serviceable, have vehicle filled with gas, washed, interior cleaned and other routine service performed (e.g., oil, battery, radiator and tires checked, etc.).
4. At 8 a.m. each day, pick up any vehicles that were turned in outside normal working hours from parking lot in front of CSH Police Department. Perform activities enumerated in 2 and 3 above.

Police Chief

1. Accept vehicle at police department outside normal working hours.

2. Notify CMTS supervisor of returned vehicles at the beginning of the next normal business day.

CMTS Driver

1. Inspect vehicle at CSH Police Department and complete Section IV. of form CSH-579.
2. Return vehicle to CMTS and submit keys, credit card and completed form CSH-579 to CMTS supervisor.

CMTS Supervisor

Review completed form CSH-579 and report any discrepancies to CMTS manager.

CMTS Manager

Report any discrepancies found on form CSH-579 to the COO and the service chief, department head or office director as appropriate.

**Service Chief/Department
Head/Office Director**

1. Have any discrepancies on forms CSH-579 investigated and initiate corrective action as appropriate.
2. Submit follow-up reports to the COO and CMTS Project Manager.
3. Maintain completed CSH-64 Vehicle Off Campus Trip Daily Log Sheet on file for a period of one (1) year.

Approved:

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