

CENTRAL STATE HOSPITAL  
PLAN

SUBJECT: MOTOR VEHICLE AND TRAFFIC REGULATIONS

---

ANNUAL REVIEW MONTH: November

RESPONSIBLE FOR REVIEW: Police Chief

LAST REVIEW COMPLETED: July 2009

---

Any person operating a vehicle on the hospital grounds must be in compliance with applicable state laws and hospital regulations, including having in his/her possession a valid and appropriate drivers license.

Clients who are admitted to the hospital will not be permitted to keep or operate a motor vehicle on the hospital grounds. A person who transports himself/herself to the hospital in a private vehicle and is subsequently admitted must arrange to have the vehicle moved within two (2) business days from hospital grounds. Central State Hospital (CSH) unit staff may assist the client with this effort.

Clients/Georgia Department of Corrections (GDC) inmates will be transported only in state-owned/leased vehicles. Central State Hospital (CSH) employees will not transport clients/GDC inmates in any private vehicles.

The police chief is designated as the traffic regulations officer and will review related incident reports and assure that traffic citations are issued in compliance with applicable laws and hospital regulations. Violations of traffic codes will be referred to the Baldwin County Sheriff's Office or the Milledgeville Police Department, as appropriate, for disposition and to the employee's supervisor for disciplinary action. Central State Hospital (CSH) police officers are authorized, while on the grounds or in the buildings of the hospital, to arrest with the same authority, power, privilege, and duties as the Sheriff of Baldwin County.

**I. SPEED LIMITS**

A speed limit of 25 miles per hour is established for the hospital grounds except where otherwise posted. Electronic detection devices may be used in the apprehension of violators.

## **II. EMERGENCY VEHICLES**

- A. Drivers of emergency vehicles are responsible for driving safely and observing traffic regulations. During an emergency, an operator of any emergency vehicle may park in any location, proceed past red lights or stop signs, and make unauthorized turns provided vehicle is under control and does not endanger life or property.
- B. Emergency vehicles will conform to established speed regulations except:
  - 1. Fire fighting vehicles when actually responding to alarms.
  - 2. Ambulances proceeding on emergency calls,
  - 3. Police vehicles in emergencies.

## **III. TAXI SERVICE**

Taxis will enter upon the hospital grounds only after receiving a specific request for taxi service and they will proceed directly to their destination. Driving through the hospital grounds in search of fares is prohibited.

## **IV. PARKING**

- A. With the exception of emergency vehicles as described above, the parking of all other vehicles shall be limited to designated parking places only. Parking on grass or other non-paved areas is specifically prohibited. If a hospital employee finds it necessary to park a hospital vehicle in an unauthorized place in order to complete his/her duties, prior arrangements must be made with the CSH police chief/designee.
- B. Reserved parking is restricted to the following:
  - 1. Emergency vehicles
  - 2. Handicapped persons' vehicles
  - 3. Unit carryalls
  - 4. Probate judge's vehicle  
(North side of Powell Building)
  - 5. Officers of the Day (O.D.s) vehicle  
(near client care buildings)
  - 6. Others as designated by the facility administrator.

## **V. HITCHHIKING**

Solicitation of rides (hitchhiking) by signaling passing vehicles in any manner whatsoever, or by walking on the traveled portion of the roadway in the same direction as traffic, is prohibited.

## **VI. ACCIDENTS**

- A. The driver of any vehicle involved in an accident will not move the vehicle unless it causes a safety hazard until directed to do so by the investigating officer and will:
1. Render or secure such first aid as is necessary;
  2. Report accident to the local law enforcement agency giving his/her name, address and location of the accident, and give name and address of owner of said vehicle; and
  3. Remain at the scene until released by a law enforcement officer.
- B. The driver of any vehicle involved in an accident will give his/her name, address and vehicle license number to any other person involved in the accident and shall produce his/her operator's license upon request.
- C. The driver of any vehicle which collides with an unattended vehicle will immediately stop his/her vehicle and attempt to locate the driver of the unattended vehicle. If unable to locate the driver, a written statement should be left in a conspicuous place on the unattended vehicle. The statement should indicate the name and address of the driver. The local law enforcement agency (CSH Police Department if the collision occurs on CSH grounds) should then be notified immediately.
- D. It shall be the responsibility of any employee driving a CSH vehicle which is involved in an accident while off campus to secure the investigative officer's report and turn it in to the CSH Police Department as soon as possible after returning from the trip. If the accident report is not available at that time, the driver should request that one be mailed to the CSH Police Department and, upon return, should furnish the CSH Police Chief with the investigating officer's name and agency. (Please review the accident reporting requirements outlined in CSH Policy/Procedure 5.15/5.15A, Accidents Involving State Vehicles).

## **VII. PROHIBITED EQUIPMENT ON PRIVATELY OWNED VEHICLES**

- A. Red or blue lights on the front of any non-emergency

- vehicle.
- B. Sirens, bells, whistles or loudspeakers on any non-emergency vehicle.
- C. Any devices such as "smoke screen" generators to release gases or odors.

**VIII. UNATTENDED VEHICLES**

- A. Vehicles will not be left unattended on roads or streets on the hospital grounds except in housing areas or authorized parking zones. In the event a mechanical failure prevents immediate removal of the vehicle, the Driver will take any necessary action to prevent the vehicle from obstructing traffic and will notify the Police Department immediately of the location of the vehicle and the expected time of repair and removal.
- B. Employees residing in the Staff, Cooper, Clodfelter, or Howell Apartments, or the Staff Dormitory are limited to parking only those vehicles required for their individual or family transportation needs, and will be limited to operative vehicles that are driven regularly. This is to avoid the accumulation of inoperative vehicles and to ensure sufficient parking spaces in the parking lots of the hospital. The Police Chief will notify the employee to remove an inoperative vehicle(s) from the parking area when the vehicle is left in excess of 10 days. An employee who fails to follow these guidelines may be asked to forfeit his/her apartment/dormitory privileges at the hospital.
- C. No vehicle will be left unattended without first stopping the engine, locking the ignition, removing the keys, locking the doors and, if on a perceptible grade, setting the brake and turning the front wheels into the curb on the side of the roadway.

**IX. INOPERATIVE VEHICLES**

When a vehicle(s) becomes inoperative on the hospital grounds, it is the responsibility of the driver to park the vehicle so that it leaves the street or road unobstructed to allow free passage of other vehicles. In addition, the inoperative vehicle(s) must be in clear view from a distance of 200 feet. CSH Police may have the vehicle(s) moved when:

- A. the vehicle is left illegally on a highway, bridge, causeway or in any tunnel;
- B. the vehicle has been reported stolen or taken without consent of the owner;
- C. the driver is unable to provide for custody or removal of

- the vehicle;
- D. the person driving or in control of the vehicle is arrested and is required to appear before the magistrate without unnecessary delay; or
- E. the vehicle is left unattended for twenty-four (24) hours or more.

**X. REMOVAL OF WRECKED OR DAMAGED VEHICLES**

Any person removing a wrecked or damaged vehicle from the hospital grounds will be responsible for the removal of any glass or other substance dropped from the vehicle.

**XI. ABANDONED VEHICLES**

Vehicles believed to be abandoned on the hospital grounds will be reported to the Police Department. When it has been reasonably determined that a vehicle has, in fact, been abandoned, the Police Department will request a towing company to remove the vehicle at the owner's expense. The police chief will monitor compliance with these regulations and shall make appropriate reports to the facility administrator.

**Approved:**

**This plan has been approved by the CEO and CMO in September, 2009.**