

**ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY**

**ADMINISTRATIVE PROCEDURE**

Date Issued **05/24**

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I. APPLICATION:

- SCCCMHA Board
- SCCCMHA Providers & Subcontractors
- Direct-Operated Programs
- Community Agency Contractors
- Residential Programs
- Specialized Foster Care
- SUD Providers

II. PURPOSE STATEMENT:

St. Clair County Community Mental Health Authority (SCCCMHA) shall ensure that should it be necessary for individuals receiving services to be transported in an employee's personal vehicle, it will be done in accordance with the procedures delineated herein.

III. DEFINITIONS:

None Available

IV. STANDARDS:

- A. It is understood that all employees will possess their own vehicle or have access to one, as stated in their respective Agency Job Description/Functional Job Task List, in the event it becomes necessary in the course of performing their job to transport individuals receiving services. Refer to "Standard A" of [Administrative Procedure #07-003-0020, Travel & Business Reimbursement](#) for details related to daily miles traveled in personal vehicle and the requirement to obtain an Agency vehicle.
- B. Employees may be required to transport if the individual receiving services is not able to secure transportation and is in need of assistance to meet a goal in his or her IPOS (e.g. medical treatment, shelter, etc.). The expectation is that transportation will occur in an Agency vehicle. An employee should only utilize their personal vehicle after receiving a denial of availability via email from the Facilities/Transportation designated representative.
- C. When an Agency vehicle is not available, employees transporting individuals served are entitled to mileage reimbursement at the IRS approved mileage rate following procedures outlined in [Administrative Procedure 07-003-0020, Travel and Business Reimbursement](#). Note: The IRS mileage reimbursement is designed to compensate for items such as standard maintenance, repairs, taxes, gas, insurance, registration fees, etc.

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- D. Cleaning needs (e.g., soiling, infestation remediation, etc.) incurred as a result of transporting individuals served will be addressed by the Facilities staff.
- E. If transport of individuals receiving services is required by the Agency Job Description/Functional Job Task List, the employee must maintain a valid driver's license, valid license plates and valid car insurance. The Agency reserves the right to confirm compliance.
- F. Michigan No-Fault law requires vehicles registered in the state to have liability coverage. When an employee is utilizing their personal vehicle for agency business (including transporting individuals served), the employee's liability coverage is primary. The Agency's coverage provides only excess liability over the employee's current liability limit. Employees are encouraged to report this usage to their insurance carrier to ensure adequate coverage. The Agency's coverage does not provide any physical damage coverage for non-agency vehicles utilized to provide services.
- G. While transporting individuals in personal vehicles, employees are expected to operate vehicles safely. Employees shall become familiar with and obey all motor vehicle traffic laws of Michigan and local municipalities in which they are transporting.
- H. Individuals being transported in employee's personal vehicle must utilize seat belts at all times.
- I. Employees transporting individuals may not text and drive, or use a cell phone to place or receive calls while driving in alignment with the Michigan Compiled Law 257.602b that prohibits the use of holding or using a mobile device while driving.
- J. Employees transporting individuals are to possess an adequately stocked First Aid Kit with instructions in their vehicle. These kits can be "checked out" by staff, and are available at the Receptionist area of each Agency building.

V. PROCEDURES:

A. General Transportation Procedures

**Employee**

1. Does not require supervisory approval for the transporting of individuals receiving services to predetermined functions, as included in the IPOS.
2. Determines whether or not there is a need to transport an individual receiving services for situations not covered by the IPOS and alerts supervisor.

**Supervisor**

3. Reviews the situation not covered by the IPOS and makes determination whether transportation is necessary. If the request is denied, explains the reasons for the denial.

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**Employee**

4. Checks Fleet Commander for availability of an Agency vehicle. If none appear to be available, employee checks with Facilities/Transportation Department staff.

**Facilities/Transportation Department Staff**

5. Secures a vehicle for the employee or confirms by email to the employee that a vehicle is not available.

**Employee**

6. Reserves vehicle via Fleet Commander and obtains key from electronic key box
7. Utilizes personal vehicle if Agency vehicle is not available, however, must attach a copy of the email from Facilities/Transportation Department with employee travel voucher reimbursement request, otherwise reimbursement for that date will be denied.
8. Submits for supervisor review and approval/denial, request for reimbursement of mileage and costs incurred while transporting, using the Travel/Expense Voucher and includes documentation supporting lack of Agency vehicle availability.

**B. Personal, Mini First Aid Kits provided by SCCCMHA****Employee**

1. Requests/checks out the First Aid Kit from reception prior to transporting individual served in their personal vehicle.
2. Completes an incident report and/or employee accident report, as appropriate, when any supplies from the First Aid Kit are used.
3. Returns First Aid Kit to reception upon return from transporting.

**VI. REFERENCES:**

- A. CARF
- B. Michigan Complied Law 257.602b

**VII. EXHIBITS:**

None Available

**VIII. REVISION HISTORY:**

Dates issued 07/82, 02/86, 11/88, 02/91, 04/93, 07/96, 06/98, 10/98, 10/00, 10/02, 10/04, 01/07, 12/08, 06/11, 11/12, 11/13, 11/14, 01/16, 01/17, 03/18, 05/19, 05/22, 01/24.