

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

**ADMINISTRATIVE PROCEDURE**

Date Issued **01/24**

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I. APPLICATION:

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

II. PURPOSE STATEMENT:

This administrative procedure provides guidance to employees on the use of Agency owned vehicles for work on behalf of St. Clair County Community Mental Health Authority (SCCCMHA). It addresses Michigan Compiled Law (MCL) 257, Act 300 of 1949 Section 257.602b - Holding or using a mobile electronic devise while operating a motor vehicle and under what circumstances employees may use Agency vehicles and the procedures and rules governing such use. The use of privately owned vehicles for official Agency business is addressed in a separate administrative procedure.

III. DEFINITIONS:

- A. Agency Vehicle: A SCCCMHA-furnished vehicle, which is part of the Agency’s vehicle fleet.
- B. Employee: An individual employed by SCCCMHA regardless of status or rank.
- C. Valid Driver’s License: A license, in the name of the employee, to operate a motor vehicle, that is valid at the time of use of the Agency vehicle.
- D. Transportation Department: The department that has Agency-wide responsibility for administrative procedures, reporting, and inventory relating to Agency vehicles.
- E. Global Positioning System (GPS): A tracking device that utilizes satellite technology to send information regarding a vehicle’s location, idle time, speed, sudden acceleration, hard braking and other pertinent data.

IV. STANDARDS:

- A. This administrative procedure applies to all employees who operate Agency vehicles on Agency business.

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- B. SCCCMHA has installed GPS tracking devices in each vehicle. This improved tracking will show when a vehicle is checked-out, but not in use, and will provide data for follow up to ensure more efficient vehicle reservation and usage.
- C. Operators of SCCCMHA-owned motor vehicles shall always drive safely, legally, and courteously, remembering that they are directly responsible for maintaining both SCCCMHA-owned property and public trust.
- D. SCCCMHA shall provide a safe working environment that protects the people we serve, our employees and our citizens from injury and property loss. SCCCMHA considers use of vehicles part of the working environment. SCCCMHA is committed to safe and responsible employee driving behavior that reduces the risk of personal injury and property loss. Utilizing the GPS technology, the location of each vehicle can quickly be tracked in the event of a breakdown or emergency, increasing staff safety and decreasing response time. In order to protect vehicles from theft and damage, employees must park or store the vehicle in a manner that reasonably protects it and lock the vehicle when unattended.
- E. Vehicles owned by SCCCMHA are to be used for the functions of SCCCMHA. Personal use or any other type of use must be authorized by Management in advance. In the event the purpose for the transportation is outside the employee’s scope of employment, he/she increases the chance of being held personally liable for any injury or damage to any vehicle or its occupants resulting from an accident.
- F. Employees must be authorized by their supervisors to operate an agency vehicle.
- G. Employees who operate a SCCCMHA fleet vehicle are required to have a valid driver’s license. Licenses must be carried at all times while using Agency vehicles. Should an employee’s driver’s license expire, be revoked or suspended, the employee shall immediately notify his or her supervisor. At the time of the suspension, the employee’s SCCCMHA vehicle-use privileges will be suspended until the employee’s driver’s license has been fully restored and validated.
- H. All drivers and passengers are required to utilize seatbelts as mandated by law.
- I. Every SCCCMHA vehicle has a disability-parking placard assigned to it. Use of disability parking spots should only be used when an employee or person we serve has a qualifying disability as defined by Michigan law.
- J. The driver of a SCCCMHA vehicle, or any other vehicle being used for SCCCMHA business, is prohibited from using a mobile communication device, cell phone or computer of any type while the vehicle is in motion in alignment with MCL 257.602b. Drivers must be safely parked before using phone or mobile computer equipment. A mobile communication device is defined as “a text messaging device or a wireless, two-way communication device designed to receive and transmit voice or text communication.”
- K. Smoking, eating and drinking by all vehicle occupants is expressly prohibited in all SCCCMHA

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vehicles.

L. The driver must not operate a vehicle when his/her ability to do so is impaired or influenced by alcohol, illegal drugs or other illegal substances, prescribed or over-the-counter medication, or illness, fatigue or injury.

M. Accident Reporting:

1. In the event of an accident, the driver shall, when possible, first check on the safety and welfare of all persons involved and seek immediate medical attention should it be required for themselves or others. If possible, move the vehicle to a safe location out of the way of traffic.

All accidents resulting in major vehicle damage, damage to other’s business or personal property, causing bodily injury to vehicle occupants or another person, or involving another vehicle must be reported to Law Enforcement immediately with a report to Supervisor and Facilities Supervisor/Designee as soon as possible thereafter. If a driver is unsure if Law Enforcement should be called (in the event of minor damage not resulting in any of the above), they must immediately contact their Supervisor or Facilities Supervisor/Designee for a determination. Employee follows guidelines for post-accident testing as stated in Administrative Procedures #06-001-0010 Personnel: Alcohol and Drug Testing – Exhibit A, DOT Controlled Substances and Alcohol Testing Program administrative procedures.

2. Employees will not be held financially responsible for damage to the vehicle as long as he/she had approval to use the vehicle and was performing official Agency business at the time of the accident or incident. The employee must complete the Claim/Incident Report (available from Chief Operating Officer or Facilities Supervisor/designee) within twenty-four (24) hours of accident and forward to the Facilities Supervisor/designee

- a. Note: If an injury prevents the driver from completing this form, the driver’s Supervisor shall ensure that the accident reporting form is properly completed by the close of the twenty-four hour period.

N. All fines and other criminal penalties due to violations of the law by the driver are the personal responsibility of the driver of any SCCCMHA vehicle. These costs are not reimbursable by SCCCMHA and must be paid promptly by the driver.

O. If the SCCCMHA vehicle is in need of repairs, the vehicle should be taken directly to the SCCCMHA Transportation Department, if possible. If this is not possible, notify the SCCCMHA Transportation Department of the location of the vehicle and the issue with the vehicle.

P. If an employee transports a recipient and violates the Michigan Vehicle Code while doing so, this will result in a violation of neglect, and will be addressed through the Recipient Rights Complaint Resolution System.

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V. PROCEDURES:

**Employee**

1. Accesses Fleet Commander at their SCCCMH home location.
2. Scans employee identification badge or keys requested information to Fleet Commander kiosk.
3. Enters dates, times and vehicle type requested.

**Fleet Commander**

4. Assigns an available agency vehicle and sends a confirmation e-mail. If no Agency vehicle is available, Fleet Commander will ask, "Do you want to submit this reservation for manual process? Employees are to always answer, "Yes."

**Employee**

5. Receives confirmation email of vehicle availability

OR

Answers "Yes" to have reservation submitted for manual process, when no vehicle is available. At that point Transportation staff will review vehicle availability. If still, there is no vehicle available then Fleet Commander will send an email stating there are no vehicles available and to submit for mileage reimbursement after using their personal vehicle.

**At Vehicle pick up time**

6. Logs into Fleet Commander kiosk using employee ID, unlocks the Fleet Command Key box and removes the key to the assigned vehicle.
7. Fills out, clearly and legibly daily log and related paper work related to use of vehicle.
8. Returns key to the same key box from which you removed the vehicle key by using employee ID badge to log into Fleet Command kiosk.
9. Ensures key box is closed.
10. Documents any maintenance issues or damage in kiosk.

**No Agency vehicle available - uses own vehicle**

11. Attaches the aforementioned e-mail (no agency vehicle available) from Fleet Commander to their travel voucher as evidence they made a reasonable attempt to secure an Agency vehicle.

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**Supervisor**

12. Reviews travel vouchers submitted by Employee and checks to see that Employee attempted to secure an Agency vehicle before requesting mileage reimbursement (as evidenced by denial e-mail from Fleet Commander).

VI. REFERENCES:

CARF  
Michigan Compiled Law 257.602b

VII. EXHIBITS:

None Available.

VIII. REVISION HISTORY:

Dates issued 2/20, 05/22.