


County of San Bernardino Department of Behavioral Health

Vehicle Use Procedure

Effective Date 01/25/95
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Allan Rawland, Director

Purpose To establish procedures to use county vehicles through the Department of Behavioral Health (DBH) Facility and Project Management unit and programs with assigned vehicles.

Roles and Responsibilities A log for vehicle use will be maintained at the assigned location with a designated contact person. Staff follow the steps below for vehicle use:

Roles	Responsibilities
Driver	<ul style="list-style-type: none"> • Reserve use of vehicle with designated contact person and comply with record keeping requirements • Comply with DBH and County vehicle use policies and procedures (see Reference links) • Report vehicle accidents in accordance with DBH policy (Vehicle Accidents Reporting Procedure)
Clinic Supervisors/Programs	<ul style="list-style-type: none"> • Coordinate the use of program vehicles and ensure vehicle use meets County and DBH policy and procedure requirements • Ensure staff who drive have proof of driver's license and personal vehicle insurance readily available for review upon request • Designate a contact person to: <ul style="list-style-type: none"> ○ Maintain a log for assigned vehicles consisting of the following information; <ul style="list-style-type: none"> ▪ Assigned user ▪ Vehicle number ▪ Destination ▪ Mileage used ▪ Purpose of use ○ Collect all Voyager receipts ○ Ensure vehicle documents were signed by staff logged to drive the vehicle • Turn in logs and Voyager card receipts from the previous month (with the vehicle number written on them) to DBH Facility and Project Management by the tenth (10th) working day of every month

Continued on next page

County of San Bernardino Department of Behavioral Health

Vehicle Use Procedure, Continued

Roles and Responsibilities
(continued)

A log for vehicle use will be maintained at the assigned location with a designated contact person. Staff are to follow the steps below for vehicle use:

Roles	Responsibilities
DBH Facility and Project Management	<ul style="list-style-type: none"> • Collect and maintain vehicle mileage reports • Reserve County Motor Pool vehicles through the use of the County Vehicle Requisition (<u>CVR</u>) form • Track DBH reserved Motor Pool vehicle destinations • Confirm drivers logged to use the vehicles were the drivers
DBH Disaster and Safety Coordinator	Notify programs with vehicles to release them for disaster relief use as appropriate.

Procedures

DBH staff/programs will adhere to the following procedures:

Step	Action
1	<p>Priority use will supersede scheduled vehicle use. Priority vehicle use will follow the sequence below:</p> <ul style="list-style-type: none"> • During a declared disaster, the DBH Disaster and Safety Coordinator or Department Operations Center, Logistics Section, will redirect vehicle use as required to support disaster relief efforts • Drivers will track and report mileage/vehicle expenses in response to a disaster and daily report use to the DBH Facility and Project Management unit • First priority will be given to activities involving client transport, as <u>clients are not to be transported in personal vehicles</u> • The second priority will be given to staff activity directed to field trips, home visits, and other client contacts in the field

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County of San Bernardino Department of Behavioral Health

Vehicle Use Procedure, Continued

Procedures
(continued)

Step	Action
2	Staff wishing to reserve a vehicle: <ul style="list-style-type: none"> • Will first determine the availability of a DBH vehicle by checking with the designated contact person who maintains the written schedule for vehicle use in the immediate area at the assigned location • If no vehicle is available in the immediate area, a CVR form must be submitted at least five (5) days prior to the date the vehicle is needed to the Facility and Project Management unit to reserve a loaner vehicle from the County Motor Pool • Facility and Project Management completes the reservation process through the County Motor Pool and confirms the date of the reservation on the CVR form. • The CVR form is returned to the employee to present at vehicle pickup • Must be the only driver of the reserved vehicle, as no other driver is permitted use of the reserved vehicle
3	For each vehicle use, complete the County Vehicle Log contained in the vehicle after use.

Related Policy
and Procedure

County Policy Manual 12-04: [Vehicle Services Policy](#)
 County Policy Manual 12-04SP: [Vehicle Services Rules and Procedures](#)
 DBH Standard Practice Manual SFT7019: [Vehicle Accidents Reporting Procedure](#)
 DBH Standard Practice Manual BOP3015: [Vehicle Use Policy](#)