

Policies & Procedures

TRANSPORTATION POLICY

Section: Administrative

Pages: 3

Subject: Transportation

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POLICY

Davis Behavioral Health may transport clients for programmatic reasons. The following procedures apply to all DBH employees when transporting clients in a DBH vehicle or in their own vehicle.

Procedure

1. DBH Driver Requirements:
 - a. All drivers must wear their seatbelts.
 - b. Drivers will not have used alcohol for at least 12 hours prior to transporting passengers or operating a DBH vehicle.
 - c. Drivers will not operate company vehicles when taking medications that will impair their ability to drive.
 - d. Drivers will not be permitted to smoke or use tobacco products in any company vehicle.
 - e. Drivers shall have a valid driver's license with a safe driving record that will allow DBH-purchased insurance to cover them in the course of their employment.
 - f. Drivers shall treat all passengers with dignity and respect. They will be courteous and follow driving rules and safe practices.
 - g. No texting or use of cell phones while driving, including 'hands-free' devices.
 - h. All drivers must pass a BCI and meet all requirements listed in the DBH 'Vehicle Operations' Policy.
 - i. Drivers will fill in the forms showing the usage of vehicles as needed by the Transportation Office each time they use a vehicle.
 - j. Human Resources will ensure that all drivers have met all the requirements to drive a DBH vehicle listed in the 'Vehicle Operations' Policy.
 - k. The insurance company that DBH purchases insurance through will determine the eligibility of drivers. The insurance company will order Motor Vehicle Reports (MVR). A valid driver's license does not automatically qualify an employee to operate a motor vehicle or equipment on behalf of DBH. An acceptable and current DMV motor vehicle report (MVR) is required before driving privileges are authorized. An authorized driver may have their van

driving privileges terminated if their license is revoked or suspended by a court of law or an enforcement agency or if it is determined that the employee no longer meets the minimum qualifications to drive a DBH vehicle.

1. Acceptable Motor Vehicle Record (MVR)
 - An MVR with no activity in the last three (3) years and no major violations in the last five (5) years.
 - An MVR with no major convictions in the last five (5) years and no more than:
 - One (1) at-fault accident in the last three (3) years; or
 - Two (2) minor convictions or technical violations in the last three (3) years; or
 - One (1) at-fault accident and one (1) minor conviction in the last three (3) years.

2. Unacceptable Motor Vehicle Record (MVR)
 - An MVR with:
 - One (1) or more major convictions in the last three (3) years; or
 - Three (3) or more minor convictions in the last three (3) years; or
 - Two (2) or more at-fault accidents in the last three (3) years; or
 - Any combination of minor convictions and at-fault accidents totaling three (3) or more; or
 - Involved in an at-fault fatality; or
 - One or more license suspensions in the last three (3) years

2. Passenger Requirements:
 - a. Consumer Transportation will only be provided for medically necessary purposes, programmatic reasons, or for supported employment. Determination for what meets medical necessity, programmatic, or supported employment needs will be determined by program directors.
 - b. Passengers will be respectful and courteous to the driver and other passengers
 - c. Passengers will meet scheduling requirements by:
 1. Being ready at the appointed time and place
 2. Giving advance notice when canceling
 - d. DBH is not liable for any personal property transported or left in vehicles.
 - e. All passengers will wear seat belts.
 - f. Passengers will not be permitted to smoke or use tobacco products in any company vehicle.

Non-compliance with this policy or any rules could result in losing transportation privileges.

3. Transportation of Children:
 - a. Children under 13 years of age will not be transported without a guardian or other authorized adult in attendance
 - b. Small children will only be transported in appropriately sized and correctly installed and adjusted restraint devices.
 - c. Children ages 12 or younger may not sit in the front passenger seat.
4. Education:

Drivers shall successfully meet the required Driver Qualifications and safety training as outlined in the Vehicle Operations Policy before using DBH vehicles.
5. Scheduling Vehicles:

The scheduling and allocation of vehicles should be done online. Vehicles shall be allocated first to provide services for clients of DBH, and second to act in the financial and other interests of DBH.
6. Record Keeping:
 - a. The Transportation Office shall keep records of all transportation using DBH-owned or leased vehicles including:
 1. Driver
 2. Passengers
 3. Dates & Times
 4. Program
 5. Mileage
 6. Purpose
 - b. The Transportation Office shall submit utilization reports to DBH management when requested.
 - c. Monthly vehicle reports are turned in to the fleet manager after mileage logs are exchanged at the end of each month.
 - d. All 5310 vehicles used for incidental trips (oil change, going to store, any use that is not in its intended scope), will be recorded on the inspection form and uploaded to RidePilot Lite.
7. Maintenance:
 - a. The Transportation Coordinator will ensure that DBH vehicles are maintained to the recommended manufacturer's standards to ensure longevity of use and safe operations.
 - b. All UTA 5310 grant vehicles will have a maintenance plan kept in ride pilot lite and will follow manufacturers recommended PM schedule.