



Transportation Resource Guide

Original Effective Date:

September 24, 2018

Review / Revision Date:

Administrative Procedure:

AD 2018.09.009

Maintenance Steward: Maternal & Child Health Supervisor

History: ☒ New ☐ Revised ☐ Archived

Organizational Scope:

☒ Full Agency ☐ Administration ☐ Community & Environmental Health ☐ Health Services
☐ Health Promotion/Policy Integration

Frequency of Review:

☐ Annually ☒ Biennially ☐ 5 Years ☐ As Needed ☐ Other:

Location:

S-Drive: S: → Common → Policies, Plans & Procedures

Website: www.lucascountyhealth.com/employee-login/

Hardcopy: TLCHD Policies & Procedures Manual in HR Office; Director of Nursing & Health Services' Office

Archived Version(s):

Requisite Signatures

☒

Health Commissioner

☒

Director of Environmental Health & Community Services

☒

Director of Health Promotion & Policy Integration

☒

Director of Nursing & Health Services

☒

Human Resources Administrator

Date

Date

Date

Date

Date



Transportation Resource Guide

I. Scope

This SOP applies to all TLCHD staff.

II. Purpose

The purpose of this SOP is to ensure that new hire trainings include the transportation resource guide. The purpose of the transportation resource guide is to reduce transportation barriers to care for the population served by the TLCHD as well as help raise awareness of transportation services that may not be of public knowledge.

III. Background

This SOP serves to satisfy Maternal and Child Health Grant Deliverable seven (7).

IV. New Hire Review

- A. Supervisors will review the transportation resource guide with each new employee within thirty (30) days of their hire date.

V. Transportation Resource Guide

- A. Maternal and Child Health Supervisor will ensure the guide is reviewed and updated biennially.
 - 1. The resource guide is maintained in the following locations:
 - a. TLCHD's Website:
<http://www.lucascountyhealth.com/community-outreach/children-pregnancy/>
 - b. S-drive:
S:\Common\2. Forms, Templates, & Resources\Transportation Resource Guide

VI. Maintenance

A. Review

- 1. The Transportation Resource Guide SOP is to be reviewed biennially to ensure compliance with both agency and accreditation standards.

B. Revision

- 1. All changes made to this SOP are to be noted on the **Record of Change**. Substantial changes will require renewed signatures from all applicable parties. This includes changes to the intent, scope, procedures, or policy statement.
- 2. Changes in style, format, grammar or minor error correction will not require renewed signatures but must be indicated on the Record of Change.

Record of Change

(Required for all procedures)

Date of Change	Changes Made By	Changes Made/Notes	Approved By