



## Vehicle Use Procedures

<b>Original Effective Date:</b> September 25, 2018	<b>Review / Revision Date:</b> October 9, 2018	<b>Administrative Procedure:</b> AD 2018.10.011
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**Maintenance Steward:** Vehicle Manager      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

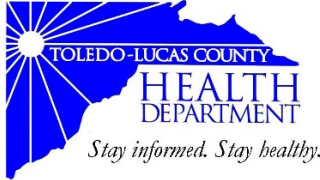
*Website:* [www.lucascountyhealth.com/employee-login/](http://www.lucascountyhealth.com/employee-login/)

*Hardcopy:* TLCHD Policies & Procedures Manual in HR Office

*Archived Version(s):*

### Requisite Signatures

<input checked="" type="checkbox"/> _____ Health Commissioner	09/25/18 Date
<input checked="" type="checkbox"/> _____ Director of Environmental Health & Community Services	9/25/2018 Date
<input checked="" type="checkbox"/> _____ Director of Health Promotion & Policy Integration	9/25/18 Date
<input checked="" type="checkbox"/> _____ Director of Nursing & Health Services	9-25-18 Date



## Vehicle Use Procedures

### I. Scope

The *Vehicle Use Procedures* SOP applies to all staff of the Toledo-Lucas County Health Department.

### II. Purpose

The purpose of this SOP is to ensure uniform and proper use, control, and maintenance of agency owned vehicles and to ensure employees understand all responsibilities involved in the use of an agency vehicle.

### III. Background

To ensure good fiscal stewardship of public funds entrusted to the Health Department, the *Travel & Reimbursement SOP* requires the use of a TLCHD Vehicle for travel greater than 100 miles round-trip, especially in cases where multiple staff are attending the same external meeting or event.

This SOP outlines the process for requesting, using, and tracking use of all department owned-vehicles for the proper disbursement of fuel/maintenance costs to programs utilizing TLCHD vehicles.

### IV. Department Owned Vehicles

- A. Except in emergency situations, only TLCHD employees are authorized to operate department owned vehicles.
- B. The Health Department provides three (3) vehicles for employee use within and outside of the department's jurisdiction to aid in the performance of business conducted for TLCHD.
  - 1. 2015 Jeep Cherokee: seats 4 comfortably, maximum capacity is 5.
  - 2. 2015 Jeep Wrangler: seats 4 comfortably, maximum capacity is 5.
  - 3. 2013 Chevrolet Suburban: seats 8 comfortably, maximum capacity is 9.
  - 4. Shots 4 Tots Van: seats 2 people; has cargo space and cabinets for storage.
- C. Use of department owned vehicles is strictly limited to business purposes.
  - 1. Loaning a TLCHD vehicle to any individual not employed by TLCHD is strictly prohibited.
  - 2. Transporting strangers or hitchhikers is strictly prohibited.
  - 3. Transporting business associates / colleagues is permitted if the travel is for related agency business (e.g., from your hotel to a conference location, or for meals during a conference, etc.).

## **V. Requesting and Returning an Agency Vehicle**

### **A. Requesting Use of a Vehicle:**

1. Email request to the Vehicle Manager five (5) days prior to travel. If a request cannot be made that far in advance, it must be made as far in advance as possible.
  - a. Include the following information:
    - i. Vehicle requested (Cherokee, Wrangler, Suburban, etc).
    - ii. Date and time of key pick up
    - iii. Date and time of key return
    - iv. Destination (Include city/location and the Program in which you work)
  - b. The Vehicle Manager will issue a confirmation email or notify the requesting staff of issues related to their request (vehicle availability, etc.)
2. If the scheduled travel for agency business requires an early morning departure, employees may include in their request to take to take a vehicle home the night before travel:
  - a. The initial request to the Vehicle Manager must indicate the need for keys the day before the vehicle is required for travel.
  - b. Mileage must be recorded before leaving the Lucas County Garage lot where agency vehicles are stored.
  - c. Vehicles taken home the night before cannot be used for personal use except in cases of emergency. Stopping at a store or restaurant on your route home from work is acceptable within reason.
  - d. Vehicles must be parked in as secure a location as possible and locked when not in use.
3. If an employee will be departing on a Monday and their scheduled agency business requires an early morning departure:
  - a. The agency vehicle may be picked up no earlier than the Sunday preceding the date of departure. This is to minimize the potential need for personal use prior to travel and to decrease the potential for damage or theft of the vehicle while parked at the employee's home.

### **B. Upon Return:**

1. Keys must be returned immediately upon your return to the Health Department.
  - a. If you are returning late in the day or on a Friday and the vehicle is not scheduled for use again until the following day/week, you may turn in the keys on the following day.

- b. Transferring keys directly to another employee without prior approval from the Vehicle Manager is strictly prohibited.
2. A "Vehicle Use Log" Card must be turned in to the vehicle manager with the keys.
- a. One vehicle use log card must be completed and returned to the vehicle manager after each use of an agency vehicle.
    - i. All fields must be completed on the card
    - ii. Only one card per trip needs to be returned
    - iii. The individual requesting use of the vehicle is responsible for turning in a card.
    - iv. If you use the last Vehicle Use Log Card in an agency vehicle, inform the vehicle manager that replacements are needed.
  - b. A copy of a completed log card can be found in **Appendix A**.
3. Staff returning vehicles to the Lucas County Garage lot should fill the gas tank using the following process:
- a. The pumps are located within the parking lot itself, on the opposite side of the lot from State Street. Their location is highlighted on the map in **Appendix B**.
  - b. A blue gas card can be found in the glove compartment of each vehicle. This card must be inserted into the pump kiosk.
  - c. The kiosk will ask you to "insert second card." Instead of a physical card, enter the number from the white information card for the vehicle into the kiosk and hit enter.
  - d. The kiosk will then ask for a pin. Again use the number from the white info card and hit enter. If the kiosk asks, enter the vehicle mileage and hit enter.
  - e. The kiosk will ask for a pump number. Enter the number of the pump you plan to use.
  - f. Use pump to fill the vehicle's gas tank.
  - g. Please note you may have to hit enter a second time for some steps in the process above.
  - h. If you have issues with the pump call the Vehicle Manager at **419-213-4046** or **419-213-4113**.
4. Report any damage or maintenance issues with the vehicle as soon as you return.

## VI. Vehicle Location:

- A. All agency vehicles are stored in the parking lot of the city's *Toledo Downtown Maintenance* facility. This facility and lot can be accessed from Spielbusch Avenue and is located between State Street and Southard Avenue.
  - 1. To Access the parking lot, turn North onto State Street from Spielbusch and the first drive on the left will provide access to the lot. You may also turn down the alley on the far side of the

lot from State Street and access the parking lot from the first driveway on the right (Refer to Map in **Appendix B**).

- B. When returning a vehicle, it must be parked along the fence on the State Street side of the parking lot.
- C. Employees may park their vehicles in the same parking lot the agency vehicles are stored when using agency vehicles.
  - 1. You must transfer the parking pass from the agency vehicle to your private vehicle prior to leaving the lot to ensure it will not be towed or fined. Employees may park their personal vehicles in the center section of the lot.
  - 2. When returning an agency vehicle, **the parking pass must be put back in the agency vehicle.**

## VII. Accidents, Traffic Violations, Other:

- A. In the event of any accident while driving an agency vehicle, no matter how slight, the driver or a passenger, if the driver is incapacitated, must:
  - 1. First ensure you are in a safe location away from potential for further harm or injury.
  - 2. Contact the local police by calling 911 immediately.
  - 3. Contact your supervisor and/or director as soon as it is safe to do so.
  - 4. Follow all guidance and instructions provided by law enforcement.
  - 5. Ensure that any other person involved in the incident is okay and render aid, if able.
  - 6. If possible, obtain names, addresses and telephone numbers of any witnesses, and photographs of the accident scene, damage, and surrounding environment.
  - 7. Record name, badge number, department name, and address of any investigating law enforcement agency.
  - 8. Provide the agency insurance information located in the glove compartment and complete the accident report found in the glove compartment.
    - a. **DO NOT** assume blame for the accident, discuss insurance terms, or agree to any settlement.
  - 9. Note if there are any injuries reported by anyone involved in the accident.
  - 10. If you are contacted for a statement by an adjuster or any other representative from an insurance company, refer that individual to the Lucas County Prosecutors office and inform your supervisor immediately.
  - 11. The driver may be subject to drug and alcohol testing after any accident involving an agency vehicle.
- B. If you receive a speeding or red light ticket while operating an agency vehicle, it is your responsibility to pay any indicated fine within the required time frame and provide a receipt to your supervisor.

C. If you refuel an agency vehicle while traveling:

1. If an A-1 was prepared before the trip, receipts must be recorded on and turned in with your A-2 reimbursement form.
2. If no A-1 was prepared/necessary for the trip, receipts must be turned in with a requisition for purchase order in accordance with the procedure in the *Purchasing Standard Operating Procedure* for reimbursement.

**VIII. Maintenance**

**A. Review**

1. The *Vehicle Use Procedures* SOP is to be reviewed annually to ensure compliance with both agency and accreditation standards.
2. This SOP should be reviewed whenever changes to the *Travel & Reimbursement SOP* are made to ensure the most accurate and updated process is available for staff.

**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.



# Appendix A

## Front of Card

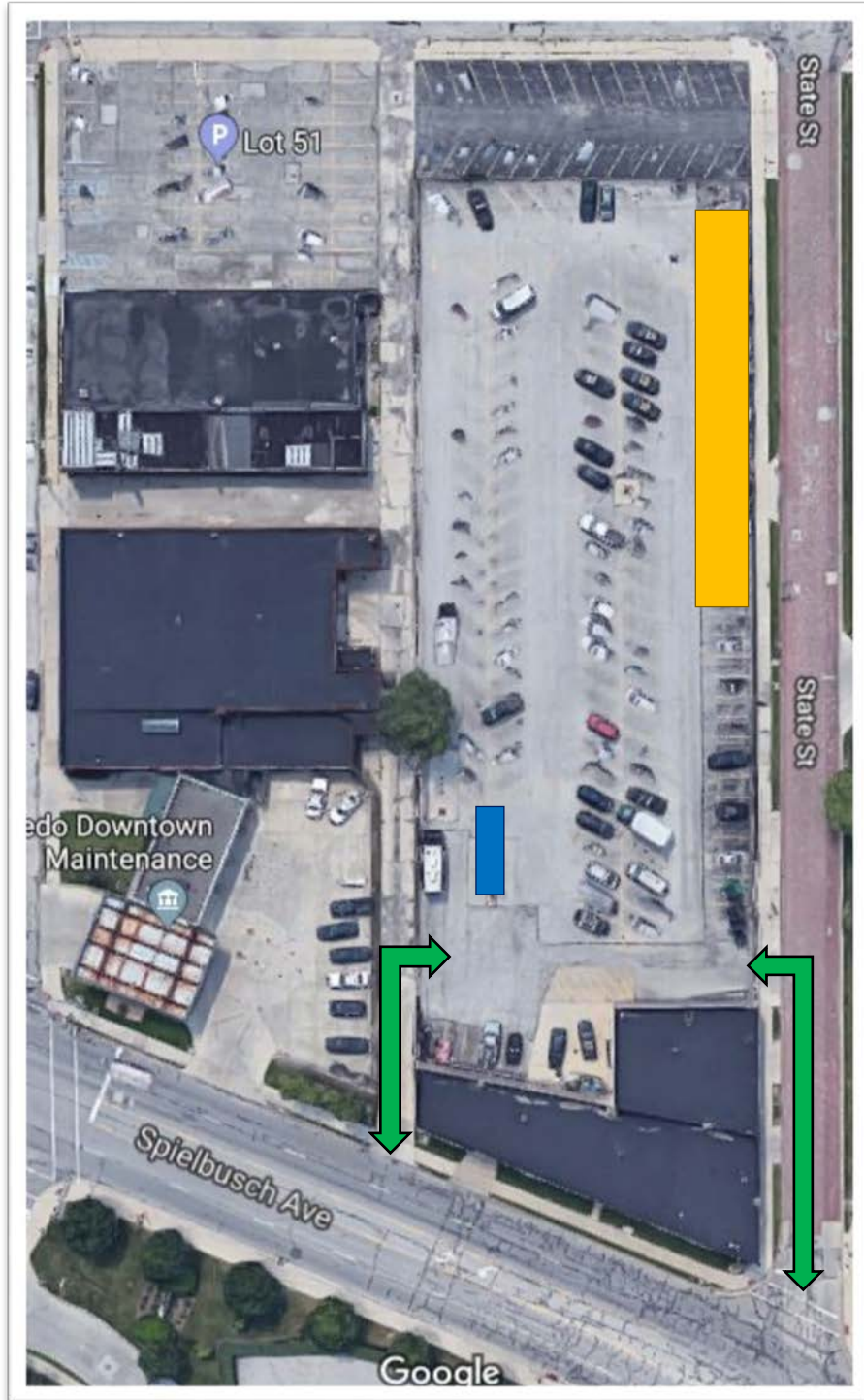
<b>Vehicle Use Log</b>	
<b>Circle:</b>	Cherokee / Wrangler / <u>Suburban</u> / S4T
<b>Name:</b>	<u>Muddy Mudhen</u>
<b>Program:</b>	<u>Healthy Exercise</u>
<b>Destination:</b>	<u>ODH, Columbus, OH</u>
<b>Travel Dates:</b>	<u>11/6/18</u> to <u>11/8/18</u>
<b>Key Pick up:</b>	<u>11/5/18</u> <b>Return</b> <u>11/8/18</u>
<b>Early Vehicle Pick Up:</b>	Y <u>N</u>
<b>Mileage Starting:</b>	<u>44,083</u> <b>Ending</b> <u>44,367</u>

## Back of Card

<b>Fuel Information</b>	
<b>Ending Gas:</b>	1/4    1/2    3/4 <u>Full</u>
<b>Filled Tank:</b>	<u>Yes</u> No
<b>Second Card Code:</b>	1642 <b>Pin:</b> 57
<b>You must return this card when returning The keys to the Vehicle Manager</b>	



# Appendix B



**Green Arrows:** entrances and exits for Toledo Downtown Maintenance Facility parking lot

**Blue Rectangle:** Fuel Pumps

**Orange Rectangle:** Park returned agency vehicles here