

CHARLESTON DORCHESTER MENTAL HEALTH CENTER

Policy Regarding State Vehicles

Vehicle Use Procedures

1. Vehicles may be used for **OFFICIAL BUSINESS ONLY**.
2. Vehicle reservation: requests are made in advance by contacting the Vehicle Coordinator. Client activities and out-of-town travel will receive first priority.
3. Vehicles may be operated only by persons in possession of a valid SC Driver's license in good standing.
4. Drivers must be employed by the Center. Under certain conditions, other individuals may be able to operate a vehicle with the approval of the Executive Director or his/her designee.
5. Drivers shall operate vehicles in a safe manner, observing all traffic laws. Any driver cited for any violation will be personally responsible for the resulting fine.
6. Drivers and passengers must wear seatbelts.
7. In the event of an accident, follow Vehicle Accident Procedures in each vehicle.
8. Each vehicle is assigned a non-transferable credit card for gas/oil purchases (USE REGULAR GAS ONLY...NO EXCEPTION), emergency repairs and car washes. All receipts from credit card purchases must be entered on the next available line on the trip log. See instructions for vehicle credit card receipts attached).
9. Non-emergency repairs require consultation with the Business Manager or his/her designee.
10. Emergency – See Emergency Repairs
11. Drivers are responsible for removing all papers, cups and/or personal items from vehicle.
12. Monthly Trip Logs (DMVM Form 3-78) are required to each vehicle (See Attached). All trip logs and gas receipts to be received by Oscar Diano no later than the 26th of every month.

Vehicle Accident Procedures

These procedures are to be followed when a state vehicle is involved in an accident regardless of vehicle damage or personal injury.


1. Turn OFF ignition and evacuate the vehicle.
2. Render first aid to any injured person.
3. Call 911 if medical assistance or ambulance is needed.
4. Call local, municipal or highway patrol for accident investigation. An FR-10 will be given to you.
5. Give the other driver your name and the Center's full name and address.
Charleston Dorchester Mental Health Center
2090 Executive Hall Road, #170
Charleston, SC 29407
6. **Do not admit any responsibility for the accident.**
7. Regardless of how minor the accident – it must be reported.
8. Complete the following forms within **48 hours**. If you are unable to complete these forms, your supervisor will complete them for you.
P-16 – Report of Injury
Adverse Incident Report

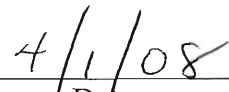
Failure to complete these forms within 48 hours may result in the denial of Worker's Compensation Benefits.

9. Submit the forms to the following:
SCSVO/FR-10 (Reports of Accident issued by Attending Officer) to Oscar Diano
Report of Injury P-16 to Alison Maze, Human Resource Manager
Adverse Incident Report – Kirby Bond, Chief of Staff
10. Request S.C. Uniform Traffic Collision Report – Department of Public Safety Form T-310 (Rev 02/97) from the law enforcement agency who responded to the accident and forward to Oscar Diano, Vehicle Coordinator at Ashley Hall Center.

Vehicle Safety Equipment Requirements

1. All vehicles owned or leased by the Charleston Dorchester Mental Health Center will have the following safety equipment kept in vehicles at all times.
 - a. Working flashlight with charged batteries.
 - b. Fully charged, operable fire extinguisher.
 - c. Complete first aid kit.
 - d. Fix-a-flat for tires.
 - e. Spill kit.
2. Fire extinguishers and first aid kits will be secured to prevent rattling and damage when the vehicle is operational. Trunk storage is suggested. Vans can store safety equipment behind the last passenger seat.
3. Program Directors and Supervisor will assign a primary and alternate person at each service area where vehicles are located to perform regularly scheduled vehicle safety equipment inspections. A copy of the inspection report will be maintained at the service area and the original inspection sheet will be forwarded to the Safety and Health Committee.
4. The Safety and Health Committee will maintain these reports and replenish supplies to service location. A sample vehicle safety Equipment Inspection Report is attached.


Deborah S. Blalock, M.Ed., LPCS
Executive Director


Date