

Charleston/Dorchester Mental Health Center USE OF STATE VEHICLES

The Charleston/Dorchester Mental Health Center values and encourages the provision of community-based services by its employees. In embracing this community-based, recovery oriented philosophy the Center acknowledges the need to have reliable, safe, easily accessible vehicles available for the transportation of clients. In providing community-based services clinicians are expected to accompany and assist clients with doctors' appointments, meeting with community providers, enhancing community living skills, providing vocational assistance, attending recreational and educational activities, etc.

In order to minimize risk and enhance the safety of consumers it is the **policy of this mental health center that state vehicles instead of privately owned vehicles be used for the transportation of clients whenever possible.**

Procedure:

Each facility vehicle coordinator or designee will ensure that an adequate number of state vehicles are documented as reserved and available for transporting clients. Utilization of vehicles for client transportation should be monitored and the number of reserved vehicles adjusted to reflect current need.

Vehicles not required for client transportation should be available for use by staff when traveling on official mental health center business, such as making home visits, attending a meeting, traveling to DMH, etc. Staff members traveling on MHC business will contact the facility vehicle coordinator or designee to verify the availability of a state vehicle.

Staff using personal vehicles for MHC business when a state vehicle is not available must document the trip on the "Employee State Vehicle Availability Log" (attached). Each official MHC business trip will be documented on this log when a MHC vehicle is not available and a personal vehicle is used. At the end of each month this Log should attached to the travel voucher (F-12 and F-12C) and submitted to the business office for payment.


If the facility vehicle coordinator verifies there are state vehicles available that are not reserved for client transportation and the staff member elects to use his or her personal vehicle for official business he/she will be reimbursed at a lower travel rate. A separate travel voucher (F-12 and F-12C) should be submitted at the end of each month calculated at the lower rate. The "Employee State Vehicle Availability Log" does not have to be attached to these vouchers.

If, during the month, a staff member uses his or her personal vehicle when a state vehicle is not available and when a state vehicle is available, two travel vouchers must be submitted. One for trips made when a state vehicle was not available with Log attached. A second voucher (with no Log attached) that will be reimbursed at a lower rate when a state vehicle was available.

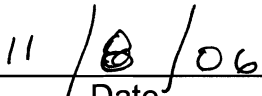
Mental Health Center staff are cautioned to ensure their personal vehicle is adequately maintained and to check with their insurance carrier if they elect to use their personal vehicle for business purposes. Your insurance carrier may not provide coverage when your personal vehicle is used for business purposes, such as transporting clients, making home visits, attending meetings, etc. (Going to and from work is usually not considered a business use.)

The facility vehicle coordinator or designee will log all requests for state vehicles on the, "State Vehicle Availability Log," indicating whether or not a state vehicle was available. This log should be forwarded to the Business Office at the end of each month to verify reimbursement requests.

Supervisors are responsible for monitoring this process and ensuring travel is reimbursed at the correct rate when a personal vehicle is used for Center business.



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Executive Director



Date
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