(A) Policy Statement

The use of the passenger van(s) will be managed so as to ensure its maximum utilization and availability for all appropriate users. The van will be used by the Community Behavioral Health Services Program, nursing milieu staff, and therapeutic recreation staff the Kobacker Center. The multiplicity of users requires agreed upon procedures to ensure the continued availability of the van for everyone. In addition, procedures noted herein regarding Drivers and Insurance, Accidents and Breakdowns, Appropriate Staffing, Log book, and Travel Rules will also apply to any leased or rented vans used by the Kobacker Center.

(B) Purpose of Policy

To provide common procedure for the use of the van(s) to ensure its continued availability for all users.

(C) Procedure

1. Priorities for Use
   The After-School or Summer Partial Hospitalization will have priority use of the van(s) for transporting children to and from the program. The priorities for use of the van(s) at any other time are:
   a. Community Psychiatric Support Treatment (CPST) visits.
   b. Kobacker Nursing/milieu staff and therapeutic recreation staff
   c. Other potential users if the van should be free (e.g., Campus Police for emergencies or Rehabilitation Services, or Satellites).

2. Guiding Principle
   On the day of a scheduled event, the van driver is responsible for picking up any litter in the van and gassing up the van prior to use.

3. Location
   The van(s) will be parked behind the Kobacker Center in the parking lot when not in use.

4. Keys
   Sets of keys will be issued to and under the responsibility of the following areas:
   a. Inpatient Unit
   b. Community Behavioral Health Services
   c. Campus Police.
5. **Maintenance/Cleaning** - A general routine maintenance schedule will be set by UT motor vehicles department at 419-530-1015. A once a year cleaning will be scheduled through the UT motor vehicles department.

6. **Drivers and Insurance**

   a. **Checkout**
      1) All staff must first be approved by Risk Management before being allowed to drive the van. This is done through an application process wherein the staff member’s driver’s license is validated and the insurance company gives approval.
      2) All van drivers must attend driver’s training and be updated every three years.

   b. **Eligibility**
      1) All UTMC employees in the Kobacker Center will be eligible to apply for driving privileges.
      2) Other UTMC employees and volunteers who have been approved to drive UTMC vehicles may drive in exceptional or emergency situations.

   c. **Insurance Carrier**
      1) While on UTMC business, an UTMC employee will be covered by UTMC.
      2) Only UTMC employees are covered by liability insurance. This excludes volunteers of UTMC.

7. **Accidents/Breakdowns**

   a. **Accidents**
      1) The driver of the van will immediately call 911 and report the accident, generating a police report.
      2) If anyone is injured or desires medical treatment, an ambulance is to be called immediately.
      3) The driver is then to contact their direct supervisor who will contact The Hospital Administrator for Kobacker Center at 419-383-3815 (during business hours and hospital operator 383-4000 during off hours) and the Campus Police Department at 419-383-2600 as soon as possible.
      4) A copy of the accident report is to be submitted to the Hospital Administrator.
      5) The driver will work with UT motor vehicles department to obtain estimates for repairs.

   b. **Breakdown/Towing**
      1) Contact UT motor vehicle department at 419-530-1015.
      2) If no one is available at UT motor vehicles department, contact Piasecki Services at 419-536-1342 to be towed to the main campus UT motor vehicles department. If Piasecki Services is unavailable, contact Dave Walgren at 419-381-2837.
      3) No one should ride in the van while it is being towed.

   c. **Transportation**

      A replacement vehicle will be needed to provide immediate transportation for patients and staff. Sources for such a vehicle are (in order):
      1) Tarta bus – Staff member will obtain a receipt for reimbursement
      2) Private staff cars should only be used as a last resort. The staff person’s insurance must cover the transportation of passengers.

8. **Appropriate Staffing**

   The staffing will be at a ratio appropriate for the nature of the trip and type of children involved.
9. **Log Book**

   This is to be completed by each driver of the van at the time the van is driven or fueled.

   a. **Contents**
      1) Date
      2) Time out
      3) Time in
      4) Destination
      5) Signature of Driver
      6) Odometer reading: Out
      7) Odometer reading: In
      8) Gallons of gas
      9) Location refueled
      10) Signature of person refueling
      11) Condition of van at departure – separate log sheet to be completed. Van coordinator needs to be notified of any discrepancies as soon as discovered.

   b. **Auditing**

      This log book will be audited by the Hospital Administrator for Koberker on a periodic basis.

10. **Travel Rules**

    a. The van will be used for official UTMC business only.
    b. There shall be no smoking or eating in the van.
    c. All traffic laws will be observed at all times.

11. **Replacement Van**

    Inform the Executive Director or charge nurse to begin arranging for a rental replacement van.

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**Approved by:**

Virginia York, MA, LPC  
Agency Executive Director  
Department of Psychiatry/ODMH Certified Services  

Moneca Smith, MSN, RN  
Director of Nursing/Chief Nursing Officer  

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**Next Review Date:** 02/16/2020

**Policies Superseded by This Policy:** 42-01