

Name of Policy: Psychiatric Programs' Passenger Van(s)			
Policy Number: 3364-160-SPH-118		Effective date:	
Approving Officer: Chief Executive Officer		Original effective date: September 1983	
Responsible Agent: Administrative Director – Outpatient Psychiatric Services			
Scope: The University of Toledo Medical Center			
Key words:			
	New policy proposal	X	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

The use of the passenger van(s) will be managed to ensure its maximum utilization and availability for all appropriate users. The van will be used by the OP-Psychiatry personnel. In addition, procedures noted herein regarding Drivers and Insurance, Accidents and Breakdowns, Appropriate Staffing, Logbook, and Travel Rules, will also apply to any leased or rented vans used by the Department.

(B) Purpose of policy

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

(C) Procedure

(1) Priorities for Use.

- (a) Community Psychiatric Support Treatment (CPST) visits.
- (b) 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.

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(3) Location.

The van(s) will be parked in the designated employee parking lot when not in use.

(4) Keys.

Sets of keys will be issued to, and under the responsibility of, the following areas:

- (a) Department of Psychiatry
- (b) Campus Police.

(5) Maintenance/Cleaning.

A general routine maintenance schedule will be maintained.

(6) Drivers and Insurance.

(a) Checkout.

- (i) 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.
- (ii) All van drivers must attend driver's training and be updated every three years.

(b) Eligibility.

- (i) All UTMCM employees in the Department of Psychiatry who are eligible to provide clinical services will be eligible to apply for driving privileges.
- (ii) Other UTMCM employees and volunteers who have been approved to drive UTMCM vehicles may drive in exceptional or emergency situations.

(c) Insurance Carrier.

- (i) While on UTMCM business, a UTMCM employee will be covered by UTMCM.
- (ii) Only UTMCM employees are covered by liability insurance. This excludes volunteers for UTMCM.

7. Accidents/Breakdowns.

(a) Accidents.

- (i) The driver of the van will immediately call 911 and report the accident, generating a police report.
- (ii) If anyone is injured or desires medical treatment, this information shall be reported as a part of the call to 911.

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- (iii) The driver is then to contact their direct supervisor who will contact the Hospital Administrator for Department of Psychiatry (during business hours and hospital operator 383-4000 during off hours) and the Campus Police Department at 419-383-2600 as soon as possible.
- (iv) A copy of the accident report is to be submitted to the Hospital Administrator.
- (v) The driver will work with UT motor vehicles department to obtain estimates for repairs.

(b) Breakdown/Towing.

- (i) Contact UT motor vehicle department at 419-530-1015.
- (ii) 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.
- (iii) 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 if a breakdown or accident occurs during delivery of service. Sources for such a vehicle are (in order):

- (i) TARTA bus – Staff member will obtain a receipt for reimbursement.
- (ii) 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.

Staffing will be at a ratio appropriate for the nature of the trip and type of clients involved.

9. Logbook.

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

(a) Contents.

- (i) Date.
- (ii) Time out.
- (iii) Time in.
- (iv) Destination.
- (v) Signature of driver.
- (vi) Odometer reading: Out.
- (vii) Odometer reading: In.
- (viii) Gallons of gas.

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- (ix) Location refueled.
- (x) Signature of person refueling.
- (xi) 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 logbook will be audited by the Department Administrator 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 Administrative Director to begin arranging for a rental replacement van.

Approved by: <u>/s/</u> Rick Swaine Chief Executive Officer <u>4/3/2023</u> Date <u>/s/</u> Robert Smith, MD, PhD Chair <u>4/3/2023</u> Date	Policies Superseded by this Policy: • <i>None</i> Initial effective date: September 1983 Review/Revision Date: December 1985 December 1986 September 1987 November 1988 November 1989 October 1990 July 1993 April 1995 May 1997 August 1999 April 2002 April 2004 August 2005 March 2007
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<u>/s/</u> Lindsay Watson, LSW, MBA Administrative Director Department of Psychiatry <u>4/3/2023</u> Date <i>Review/Revision Completed by: Department of Psychiatry Administration</i>	June 2, 2010 April 4, 2014 February 16, 2017 February 22, 2020 April 3, 2023 Next review date:
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