



# Rancho Los Amigos National Rehabilitation Center

## ADMINISTRATIVE POLICY AND PROCEDURE

**SUBJECT: COUNTY VEHICLES**

**Policy No.: A325**

**Supersedes: January 28, 2020**

**Revision Date: October 15, 2021**

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### PURPOSE:

To regulate the use of all County-owned vehicles assigned to Rancho Los Amigos National Rehabilitation Center, including vehicle operation, responsibility for inspection and maintenance, required licensure, accident/injury reporting, authority to travel to near-by counties, and security.

### POLICY:

The Director of Facilities Management shall have overall responsibility for all non-patient and patient County vehicles. The guidelines shall support and provide the vehicle needs of the medical and rehabilitation staffs to enhance the delivery of patient care at the medical center. Patient County vehicles, e.g., ambulances and wheelchair vans, are the responsibility of DHS/Emergency Medical Services.

### PROCEDURES:

All County vehicles are to be used for County business only. County-wide policy on vehicle usage explicitly prohibits use of County vehicles for personal or commuter use.

All vehicle operators must be either a permanent or a temporary County employee, and possess a valid California Driver's License appropriate to the type of vehicle they are required to operate. Mileage permittees may drive County vehicles; however, they may not report their County vehicle mileage for payment.

All Rancho employees who drive patients in County vehicles must attend a safety in-service covering defensive driving practices, safety and emergency procedures.

Vehicle trip reports are available on the Rancho Intranet and must be filled out by the user and approved by their supervisor or designee prior to requesting and county vehicle. Approval must be obtained by the supervisor or designee prior to requesting any County vehicle. The vehicle will be dispatched by the Facilities Management Mailroom located in JPI, Basement B159 once the approved vehicle pool trip form is received by them.

County vehicles are dispatched from the Facilities Management Department by completing a Transportation Pool Vehicle Trip Report by each user before leaving Rancho grounds. The vehicle, keys and the completed form, must be returned to the Facilities Management Transportation section on the same day, unless prior arrangements have been made.

EFFECTIVE DATE: January 1, 1982

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY:

### **Priority Use**

Use of County vehicles will be based on the following priority:

1. Patient care
2. Other County business
3. Training

### **Persons Other Than Employees and Patient Riding in County Vehicles**

No persons other than employees or patients should ride in county vehicles unless it is clinically necessary and no alternative transportation is available. Any person other than employees or patients who must ride in the vehicles for clinical reasons, should first have signed a Release Agreement Form which is available in all therapy departments, the Facilities Management Department and Risk Management. The form should state the event or activity, and the date of the activity. It should then be signed by the person(s) other than employees or patients who will be riding in the vehicle. A witness should then sign and date the form as verification that the person riding in the vehicle did sign the form.

### **Use of County Vehicles Traveling to Nearby Counties**

In accordance with DHS Policy No. 307, when traveling to nearby counties in a County vehicle, approval must be granted by the Chief Executive Officer or the Chief Operating Officer. This policy applies to one-day trips by mileage permittees claiming mileage for use of personal cars and to employees using County automobiles.

### **County Vehicles Assigned to Departments on a Permanent Basis**

Vehicles assigned to departments on a permanent basis must be approved by the Chief Executive Officer or the Chief Operating Officer. Department heads are responsible to delegate an employee who must ensure that the following services are performed on an ongoing basis:

1. Vehicle Maintenance
  - a. Washing and cleaning the vehicle.
  - b. Servicing the vehicle in a proper manner, including gasoline, oil, water, battery water, air pressure in tires, and fluid level in vehicles equipped with automatic type transmissions. Gasoline tank should be kept at least 60 % full for disaster readiness by order of the Office of the Chief Executive Officer.
  - c. Garaging and locking of vehicle.
  - d. Daily inspection of the vehicle for unsafe conditions, body damage, dents or scratches.
  - e. Reporting to the Facilities Management Department, any damage, breakage, unsafe condition, or any other unusual incident involving the vehicle.
  - f. Requesting from Facilities Management, lubrication of vehicle every sixty days or 2,000 miles or as prescribed in operating manual of vehicle; and any needed repairs, adjustments or alterations, or replacement of accident forms, vehicle condition report form, flares, etc.

- g. Reporting to Facilities Management, the odometer reading the first working day of each month.
- 2. Facilities Management will be kept informed of the employee assigned to each vehicle and the telephone number where he/she may be contacted and will maintain a roster with this information.
- 3. Assignment period of employee must be for at least six months. The employee's effectiveness on this assignment will be specifically commented on, on his/her annual performance evaluation report with the department head/service chief taking appropriate action on unsatisfactory performance
- 4. Accidents
  - a. All drivers of the above-described equipment will be subject to all applicable rules and restrictions pertaining to the safe and proper operation of automotive equipment, including the following:
    - 1. Filing of accident or damage report to the driver's department head/service chief and to Facilities Management within 24 hours.
    - 2. Investigation of circumstances regarding the accident, damage, or unsafe act involving the equipment will be conducted by the Rancho Safety Officer, with recommendations to the Safety Committee for appropriate action.
  - b. The Facilities Management Director will exercise his authority to place a "Hold" on any vehicle until reports have been made and the vehicle has been repaired and is safe to operate.

**Vehicle Breakdown**

If the vehicle breaks down during normal business hours of 7:00 a.m. to 4:30 p.m. and requires towing, follow the instructions in the packet located in the glove box. The phone number for the County contracted towing service is on the dashboard and in the packet. The tow company will be responsible for towing the vehicle to the county repair facility; they are not responsible for transporting staff.

**Staff must contact their department to arrange for transportation back to the facility.**

If break down occurs and persons require medical emergency, contact 911 immediately. Additional instructions and phone numbers are located in the glove box in all Rancho County owned vehicles.

**If a vehicle breaks down while transporting Rancho patients, please contact:**

DHS Emergency Medical Services, Central Dispatch Office (866) 941-4401 for patient and staff return to Rancho.

**Please have the following information available:**

- . Request a wheelchair van or ambulance to transport your patients safely back to Rancho.
- . Inform dispatch of how many patients and staff members that are on board.
- . Inform the dispatcher if the patient has a wheelchair, motorized device, specialized transport equipment, Or any other type of medical equipment.

**Security of County Owned Vehicles**

**Drivers of County vehicles shall adhere to the following:**

1. No Rancho vehicles or other self-propelled equipment shall be left unattended with the engine running or key left in the lock.
2. Vehicles shall be properly secured with **doors locked and windows rolled up** when not in immediate use.
3. No person will, at any time, have keys to Rancho vehicles duplicated. Replacement keys will be provided by Facilities Management.
4. Possession of Rancho vehicles or keys to said vehicles outside of working hours must be authorized in writing by the Chief Executive Officer.
5. When vehicles are not in actual use, keys must be returned to a specified control point for safekeeping.
6. Above-mentioned vehicles and equipment with improperly working locks or ignition should be reported to the Transportation Department immediately.

**REFERENCE:** DHS Policy No. 307: Vehicles Traveling to Nearby Counties  
DHS Policy No. 704.1: Possession of Driver's License  
DHS Policy No. 920: Accident/Injury Reporting  
DHS Policy No. 826.01 County Vehicle Usage

**AUTHORITY:** California Occupational Safety and Health  
Los Angeles County Administrative Code  
Department of Personnel Requirement  
County Automotive Safety Committee

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