

HARBOR-UCLA MEDICAL CENTER

SUBJECT: COUNTY VEHICLE USAGE

POLICY NO. 457

**PURPOSE:**

The purpose of this policy is to identify appropriate safety rules to be followed by employees utilizing County vehicles.

**POLICY:**

Harbor-UCLA Medical Center will ensure that County pool vehicles are available to properly licensed County employees for the performance of their duties (i.e., attend meetings, deliver supplies, etc.). Please note that County Pool Vehicle Policy 862.01 must be followed.

**PROCEDURE:**

- Only County employees with a valid driver’s license shall be permitted to operate pool vehicles.
- Authorization for pool vehicle use must be obtained from the requesting Department Head and submitted to the Facilities Management Department.
- Employees using pool vehicles are responsible for them. If the vehicle is in any way unsafe or malfunctioning, it is the employee’s duty to report the problem to the Facilities Management Office.
- Employees using pool vehicles must sign out the vehicles at the Facilities Management Office (F-4) by completing the Sign Out Log Sheet for Vehicles (ATTACHMENT I), and a Vehicle Usage Mileage Report (ATTACHMENT II) each time the vehicle is used.
- Pool vehicles are to be parked in the F-3 parking lot, and securely locked at all times when not in use.
- Smoking is prohibited in all County vehicles.

**EFFECTIVE DATE:** 07/86

**SUPERSEDES:**

**REVISED:** 10/92, 2/99, 1/02, 9/04, 1/08, 9/11, 7/14, 11/17

**REVIEWED:** 9/89, 10/95, 2/99, 1/02, 9/04, 7/14, 11/17

**REVIEWED COMMITTEE:** Environment of Care Committee

**APPROVED BY:**

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**Kim McKenzie, RN, MSN, CPHQ**  
Chief Executive Officer

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**Anish Mahajan, MD**  
Chief Medical Officer

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**Patricia Soltero Sanchez, RN, BSN, MAOM**  
Chief Nursing Officer

Signature(s) on File.