



# RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

## Occupational Therapy and Recreation Therapy Department

### POLICY AND PROCEDURE

<b>SUBJECT: USE OF VEHICLES BY EMPLOYEES</b>	<b>Policy No.:</b>	<b>605</b>
	<b>Revised:</b>	<b>Dec 2015</b>
	<b>Supersedes:</b>	<b>June 2012</b>
	<b>Page:</b>	<b>1 of 2</b>

#### **PURPOSE:**

To communicate employee responsibilities in operating County or any other vehicle on County business. (See also Departmental Policy and Procedure No. 511, "Vehicles for Home and Community Evaluations").

#### **POUCY:**

- A. Under NO circumstances shall an employee drive a patient's vehicle, even to move it from a parking space.
- B. Employees who need to drive on County business should, whenever possible, use a County pool vehicle from Transportation at Rancho Los Amigos.
  1. Any employee operating or instructing a patient in a County vehicle shall possess a valid California State Driver's license and comply with all County, Rehabilitation Center and Departmental policies and Department of Motor Vehicle regulations. A California Class "B" driver's license is required when driving the larger vans (Recreation Therapy vans).
  2. Employees operating a County vehicle shall adhere to State laws, use all accepted safe driving practices and vehicles orders issued by the State, the County and the Rehabilitation Center's Vehicle Safety Committee.
  3. Employees shall be accountable for inspecting the vehicle for damage and maintenance and report any potential safety problems prior to taking the car.
  4. If an accident or breakdown occurs in a County vehicle, the employee shall follow the procedure outlined in Departmental Policy and Procedure No. 605.1.
- C. If an employee chooses to use his/her own car for County business, the employee does so at his/her own risk and under NO circumstances shall he/she transport patients or their families in his/her own vehicle .

- D. Under NO circumstances shall an employee take a child (18 or under) who is not a patient in a vehicle without administrative approval.
- E. Adult family members/caregivers may be transported in County vehicle when necessary for training or education purposes. A release agreement (Attachment A) must be signed by the family member(s)/caregiver(s) prior to being transported in the vehicle.
- F. An inpatient attending a department sponsored off grounds program (example: community readjustment outing) must be transported in a County vehicle or by public transportation under the direct supervision of the staff member(s) authorized to conduct such an event. Under no circumstances should the inpatient be transported in a privately owned vehicle.
- G. If pediatric patients are transported in a county vehicle, appropriate seating systems, including car seats, are used. The physical therapist will determine the proper seating system that is to be used for the special need of a child.

**PROCEDURE:**

- A. Employees needing to schedule a County vehicle should call Transportation at least one week in advance of the date needed if possible to ensure availability of a vehicle.

References: Departmental Policy and Procedure No. 511, "Vehicles for Home/Community Evaluations".  
Departmental Policy and Procedure No. 605.1, "Accidents or Breakdowns in Driver Training or Other County Vehicles"

---

Director, Occupational Therapy and Recreation Therapy Department

Signature(s) On File