



COUNTY OF LOS ANGELES DEPARTMENT OF HEALTH SERVICES

Mitchell H. Katz, M.D.

Director

Los Angeles County Department of Health Services

<b>Policy &amp; Procedure Title:</b>	Automotive Services		
<b>Category:</b>	800-899 Equipment, Services, Supplies	<b>Policy No.:</b>	862
<b>Originally Issued:</b>	5/8/1970	<b>Update (U)/Revised (R):</b>	10/01/2014 (U)
<b>DHS Division/Unit of Origin:</b>	DHS Facilities Management		
<b>Policy Contact – Employee Name, Title and DHS Division:</b> Marta Garcia Sheffield, Chief, Facilities Management Division			
<b>Contact Phone Number (s):</b>	(213) 240-8129		
<b>Distribution: DHS-wide</b>	<input checked="" type="checkbox"/>	<b>If not DHS-wide, other distribution:</b>	

**PURPOSE:**

The purpose of this policy is to identify the role of the Mechanical Department in providing automotive services to the Department.

**POLICY:**

The Department’s automotive fleet shall be provided by the Mechanical Department in accordance with the approved Automotive Service budget for the Department of Health Services.

All automotive equipment owned by the County is to be serviced by the Mechanical Department’s staff. All operating units and employees assigned County vehicles shall comply with maintenance schedules established by the Mechanical Department.

Whenever possible, employees shall use motor pools made available to the Department to maximize the use of County vehicles at Department or centralized County facilities.

**REFERENCE/AUTHORITY:**

Los Angeles County Code

*The mission of the Los Angeles County Department of Health Services is to ensure access to high-quality, patient-centered, cost-effective health care to Los Angeles County residents through direct services at DHS facilities and through collaboration with community and university partners.*

Revision/Review Dates:

Department Head/Designee Approval: Signature on File