

*VALLEYCARE*  
**OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS**  
**DEPARTMENT: FACILITIES**  
**POLICY & PROCEDURE**

**NUMBER: 679**  
**VERSION: 1**

**SUBJECT/TITLE: VEHICLES**

**POLICY:** All employees who drive on County business must possess a valid California Driver's License of the appropriate class in compliance with California State Law and present it when necessary. California State Law requires all drivers and passengers in a vehicle to be restrained by a seat belt and to use all available safety equipment. California State Law also states that no person can ride in the back of an open pick-up truck and requires that operators of motor vehicles have liability insurance coverage or other evidence of financial liability. Failure to do so may result in a suspended driver's license.

For employees who drive County vehicles, presentation of a copy of the governmental registration found in each County vehicle should be adequate to meet the financial responsibility requirement. Employees who drive their own vehicle in County service must have evidence of personal financial responsibility.

Proof of financial responsibility would be the presentation of a copy of the fact sheet of an insurance policy or summary card showing policy number, coverage limits, and date of coverage or the certificate provided by the Department of Motor Vehicles showing alternate compliance.

Facilities Division employees who meet the above mentioned standards are allowed to drive Facilities Division County vehicles with the authorization of their shop supervisor. Employees must make a brief inspection of the vehicle for road safety before use. Complete inspection of vehicles will be made by Facilities Division General Maintenance Shop in compliance with a preventive maintenance schedule. The driver is responsible for all California State Laws which apply while driving a County vehicle.

Managers of Facilities Division or employees deemed necessary by the Director of Facilities are allowed to drive their personal vehicle if they are in compliance with all California State Laws that apply. Vehicles must be registered with Olive View-UCLA Medical Center Safety Police and a parking permit issued. The vehicle permit must be clearly visible in the driver side of the front window. Exceptions shall not be made to this Facilities Division Policy except by written approval by the Facilities Division Director.

**SUBJECT/TITLE: VEHICLES**

**Policy Number: 679**

**Page Number: 2**

Shop supervisors will be responsible for verifying employees current California Driver's License, must verify expiration date and class of vehicle/vehicles license to operate. Supervisors will maintain a vehicle log containing the following information:

1. Full name of driver
2. California Driver's License number
3. California Driver's License expiration date
4. Driver destination
5. Current calendar date
6. Time out/Time in

Supervisors will inspect vehicle upon return and report any damage or malfunction to Facilities Division Cluster Coordinator. All vehicles not assigned directly to a Facilities Division shop will be issued by Facilities Division Cluster Coordinator. The Cluster Coordinator will be responsible for making arrangements for Facilities Division vehicle repairs.

Employees who fail to meet established standards are subject to progressive disciplinary action which can range from verbal warnings with confirmation, written warning, reprimand or effective notice, suspension, reassignment, and discharge.

**PURPOSE:** To establish guidelines for personal and County vehicle usage during working hours.

**DEPARTMENTS: FACILITIES**

**DEFINITIONS:**

**PROCEDURE:**

References:	
Approved by: Robert Ross (Director, Facilities)	Date: 08/12/2009
Review Date: <b>07/12/2015</b>	Revision Date:
Distribution: Facilities	
Original Date: 08/12/2009	