

**OLIVE VIEW-UCLA MEDICAL CENTER
POLICY & PROCEDURE**

**NUMBER: 149
VERSION: 1**

SUBJECT/TITLE: AUTOMOTIVE SERVICES

POLICY: County vehicles are to be kept in a state of safe mechanical readiness for use by hospital employees for conducting County business.

All automotive equipment owned by the County is to be serviced by either the Facilities Division or the Internal Services Department.

The Facilities Division coordinates the regular service and repair of all vehicles at ValleyCare, with the exception of County Police vehicles.

PURPOSE: To state the policy on automotive transportation services provided for ValleyCare employees.

DEPARTMENTS: All

DEFINITIONS:

PROCEDURE: Roadside Emergencies – follow instructions provided in the vehicle’s glove compartment. For minor repairs and service, call the Facilities Division Service Center at extension 4900.

References: LA County Code Title, Chapter 2 DHS Policy 862, “Automotive Services”	
Approved by: Not Assigned	Date: 05/15/2008
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