



Rancho Los Amigos National Rehabilitation Center  
Occupational Therapy and Recreation Therapy Department  
Policy and Procedure

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**Subject: VEHICLES FOR HOME/COMMUNITY  
EVALUATIONS AND COMMUNITY OUTINGS**

**Policy No.: 511**  
**Supersedes: May 2019**  
**Revised: December 2019**  
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**PURPOSE:**

To communicate mechanisms for scheduling vehicles for home and community evaluations and community outings and to ensure training of staff in securing wheelchair tie-down and other safety procedures.

**POLICY:**

1. Vehicles for home/community evaluations and outings shall be scheduled through the Transportation Department.
2. Staff training shall include, but not limited to, use of tie-downs when using a van to transport patients in wheelchairs and the use of proper body mechanics.
3. Employees who take patients in County vehicles, whether transporting or instructing shall be CPR certified; trained in precautions and other emergency procedures relevant to the patient's diagnosis, age, and needs; and carry a cell phone.
4. Only authorized personnel (staff, students, and official RLANRC volunteers) shall ride in County vehicles. Employees may transport member(s) of a patient's family in County vehicles IF it is for the purpose of community evaluation or home visit. A child (18 years of age or younger) must be accompanied by a non-patient parent, unless administrative approval has been obtained and parent has signed a release of liability (obtained from Administration, see P & P No. 605, (Attachment A)).
5. All employees driving vans for home/community evaluations/outings are required to demonstrate competency checkout (Attachment B) annually. The competency checkout must be appropriate for the type of vehicle the employee will be driving.

**PROCEDURE:**

1. Scheduling Vehicles through Transportation:
  - a. Vehicles available through the Transportation Department are used by other departments at the rehabilitation center. Plan ahead as vehicles are scheduled on a "first come, first serve" basis.



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- b. Call the Transportation Department and e-mail Transportation in advance of the date that the vehicle is needed. State any special needs (e.g., two door or a four door car, van, bus).
  - c. All OT/RT staff must use a Pool Vehicle Report form with a supervisor or designee signature (attachment C) for scheduling vehicles. All trips outside of Los Angeles County must be signed and approved by the Chief Executive Officer/Chief operating officer.
  - d. All cancellations must be communicated as soon as possible.
2. **Signing Vehicles In and Out. (only permanent or contract county employees may drive County vehicles)**

The staff member who will be driving:

- a. Goes to Transportation Department at the assigned time.
  - b. Shows driver's license, signs for the car, and fills out the transportation form and gets supervisor signature/approval, before taking the vehicle.
  - c. Must take a cell phone.
  - d. Turns in a completed Transportation form.
3. All servicing (gas, etc.) will be done by the Transportation Department. Selected/Designated RT staff have county issued gas codes for county vehicles.
4. Using Vans to Transport Patients in Wheelchairs:
- a. Designated OT and RT super-users, instructs staff in use of tie-down prior to using a van to transport patients in wheelchairs.
  - b. Only those staff deemed competent to drive the vans will be allowed to do so.
  - c. Driving the van used by OT/RT (limit two wheelchairs) requires a Class C California Driver License



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- d. Driving the RT Bus (limit five wheelchairs) requires a Class B California Driver License.
- 5. If a problem (non-emergency) arises while using the vehicle:
  - a. Call the Transportation Department
  - b. If no one answers, per direction posted in vehicle, call the Rancho operator (385-7111) and have the Transportation Department paged as they are on call at all times.
  - c. Notify your OT and RT supervisor
- 6. In case of an emergency, follow the procedure outlined in Departmental Policy No. 605.1.

References: Administrative Policy No. A325, "County Vehicles"  
Departmental Policy No. 605, "Use of Vehicles by Employees"  
Departmental Policy No. 605.1, "Accidents or Breakdowns in Driver Training or Other County Vehicles"

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Director, Occupational Therapy and Recreation Therapy Department