


Name of Policy: <u>Psychiatric Programs' Passenger Van(s)</u> Policy Number: 3364-160-SPH-118 Department: Psychiatry Approving Officer: Chief Executive Officer - UTMC Responsible Agent: Administrative Director Scope: OP-Psychiatry	 Effective Date: 03/01/2023 Initial Effective Date: 9/1983
<input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy	

(A) Policy Statement

The use of the passenger van(s) will be managed to ensure its maximum utilization and availability for all appropriate users. The van will be used by the OP-Psychiatry personnel. In addition, procedures noted herein regarding Drivers and Insurance, Accidents and Breakdowns, Appropriate Staffing, Logbook, and Travel Rules will also apply to any leased or rented vans used by the Department.

(B) Purpose of Policy

To provide common procedure for the use of the van(s) to ensure its continued availability and safety for all users.

(C) Procedure

1. Priorities for Use

- a. Community Psychiatric Support Treatment (CPST) visits.
- b. Other potential users if the van should be free (e.g., Campus Police for emergencies or Rehabilitation Services, or Satellites).

2. Guiding Principle

On the day of a scheduled event, the van driver is responsible for picking up any litter in the van and gassing up the van prior to use.

3. Location

The van(s) will be parked in the designated employee parking lot when not in use.

4. Keys

Sets of keys will be issued to and under the responsibility of the following areas:

- a. Department of Psychiatry Campus Police.

5. Maintenance/Cleaning - A general routine maintenance schedule will be maintained

6. Drivers and Insurance

- a. Checkout
 - 1) All staff must first be approved by Risk Management before being allowed to drive the van. This is done through an application process wherein the staff member's driver's license is validated, and the insurance company gives approval.
 - 2) All van drivers must attend driver's training and be updated every three years.

b. Eligibility

- 1) All UTMC employees in the Department of Psychiatry who are eligible to provide clinical services will be eligible to apply for driving privileges.
- 2) Other UTMC employees and volunteers who have been approved to drive UTMC vehicles may drive in exceptional or emergency situations.

c. Insurance Carrier

- 1) While on UTMC business, an UTMC employee will be covered by UTMC.
- 2) Only UTMC employees are covered by liability insurance. This excludes volunteers of UTMC.

7. Accidents/Breakdowns

a. Accidents

- 1) The driver of the van will immediately call 911 and report the accident, generating a police report.
- 2) If anyone is injured or desires medical treatment, this information shall be reported as a part of the call to.
- 3) The driver is then to contact their direct supervisor who will contact The Hospital Administrator for Department of Psychiatry (during business hours and hospital operator 383-4000 during off hours) and the Campus Police Department at 419-383-2600 as soon as possible.
- 4) A copy of the accident report is to be submitted to the Hospital Administrator.
- 5) The driver will work with UT motor vehicles department to obtain estimates for repairs.

b. Breakdown/Towing

- 1) Contact UT motor vehicle department at 419-530-1015.
- 2) If no one is available at UT motor vehicles department, contact Piasecki Services at 419-536-1342 to be towed to the main campus UT motor vehicles department. If Piasecki Services is unavailable, contact Dave Walgren at 419-381-2837.
- 3) No one should ride in the van while it is being towed.

c. Transportation

A replacement vehicle will be needed to provide immediate transportation for patients and staff if a breakdown or accident occurs during delivery of service. Sources for such a vehicle are (in order):

- 1) Tarta bus – Staff member will obtain a receipt for reimbursement
- 2) Private staff cars should only be used as a last resort. The staff person's insurance must cover the transportation of passengers.

8. Appropriate Staffing

The staffing will be at a ratio appropriate for the nature of the trip and type of clients involved.

9. Logbook

This is to be completed by each driver of the van at the time the van is driven or fueled.

a. Contents

- 1) Date
- 2) Time out
- 3) Time in

- 4) Destination
- 5) Signature of Driver
- 6) Odometer reading: Out
- 7) Odometer reading: In
- 8) Gallons of gas
- 9) Location refueled
- 10) Signature of person refueling
- 11) Condition of van at departure – separate log sheet to be completed. Van coordinator needs to be notified of any discrepancies as soon as discovered.

b. Auditing

This logbook will be audited by the Department Administrator on a periodic basis.

10. Travel Rules

- a. The van will be used for official UTMC business only.
- b. There shall be no smoking or eating in the van.
- c. All traffics laws will be observed at all times.

11. Replacement Van

Inform the Administrative Director to begin arranging for a rental replacement van.

<p>Approved by:</p> <p><u>/s/</u> _____ <u>04/26/2023</u> Rick Swaine Chief Executive Officer - UTMC Date</p> <p><u>/s/</u> _____ <u>04/03/2023</u> Rob Smith, MD, PhD Interim Chair/Medical Director Department of Psychiatry Date</p> <p><u>/s/</u> _____ <u>04/03/2023</u> Lindsay Watson LSW, MBA Administrative Director Department of Psychiatry Date</p> <p><i>Review/Revision Completed By: Department of Psychiatry Administration</i></p>	<p>Review/Revision Date:</p> <p>12/85 8/05 12/86 3/07 9/87 6/2/2010 11/88 04/04/2014 11/89 02/16/2017 10/90 02/22/2020 7/93 4/3/2023 4/95 5/97 8/99 4/02 4/04</p>
<p>Next Review Date: 02/3/2026</p>	
<p>Policies Superseded by This Policy:</p>	