


<b>Name of Policy:</b> <u>Vehicle Transportation</u> <b>Policy Number:</b> 3364-137-SH-16 <b>Department:</b> Rehabilitation Services <b>Approving Officer:</b> Chief Operating Officer - UTMC <b>Responsible Agent:</b> Director, Therapy Services <b>Scope:</b> Rehabilitation Services	  <b>Effective Date:</b> 12/1/2022 Initial Effective Date: 2/1993
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy	

**(A) Policy Statement**

The Rehabilitation Services Department will insure that its vehicles are maintained in a safe and reliable condition and are operated by authorized and qualified employees only for University of Toledo Medical Center-(UTMC) related activities.

**(B) Purpose of Policy**

To provide safe and reliable transportation for University of Toledo Medical Center business.

To assure all drivers are qualified.

**(C) Procedure**

1. All Rehabilitation Services vehicles shall be properly licensed and insured through UTMC Liability Control Department.
2. All vehicles shall be operated only by properly authorized, licensed, insured, and trained employees in a safe and legal manner consistent with UTMC policy and applicable local, state, and federal laws. Authorization, insurability, and training will be documented using "Driver Application Form."
3. All vehicles shall be maintained to insure safe and reliable transportation in a cost effective manner.
  - A. All vehicles will be routinely inspected to ensure safety and proper operation of vehicles using the UTMC Vehicle Inspection check sheet.
  - B. All drivers shall perform pre-use safety check of key items listed on the Vehicle Log Sheet Clipboard.
  - C. If a safety defect or a need for service is found, the driver should inform the Director or designee, who will arrange and document repairs.
4. All vehicles shall be used only for authorized UTMC activities.
5. In case of an accident, contact the University Medical Center Campus Security Department, local authorities, or Highway Patrol, as appropriate. Complete an Accident Report and forward it to the UTMC Campus Security Department (See also UTMC Vehicle Accident Policy #3364-20-06 Use of University vehicles rules and regulations).
6. In case of road side failure, try to get the vehicle to a safe location out of traffic and/or place emergency reflectors and/or flares to warn approaching vehicles. University of Toledo has towing service available from Piasecki, at 536-1342 or 536-0095 (other services may be used)

7. Each vehicle will be equipped with the following emergency and safety equipment.
- A. UPMC vehicle policies
  - B. Department vehicle policies
  - C. Three (3) roadside flares
  - D. Three (3) roadside reflectors/triangles
  - E. Fire extinguisher
  - F. Window scraper
  - G. Battery booster cables
  - H. White distress flag
  - I. Ohio insurance identification card
  - J. Copy of State of Ohio Vehicle Registration
  - K. First Aid Kit

<b>Approved by:</b>		<b>Review/Revision Date:</b>	
<u>/s/</u>	<u>12/01/2022</u>	3/96	7/2012
Alison Matson PT, DPT, NCS	Date	3/98	7/2013
Director of Therapy Services		9/98	7/2014
		9/99	11/1/2016
		10/2000	11/2019
		7/2002	12/2022
		9/2003	
<u>/s/</u>	<u>12/01/2022</u>	9/2005	
Christine Stesney-Ridenour, COO	Date	8/2006	
		9/2009	
		<b>Next Review Date:</b> 12/1/2025	
<b>Policies Superseded by This Policy:</b> 23-SH-16			

*It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.*