

## CONNECTICUT VALLEY HOSPITAL OPERATIONAL PROCEDURE MANUAL

<b>SECTION II:</b>	ORGANIZATION FOCUSED FUNCTIONS
<b>CHAPTER 7:</b>	Management of the Environment of Care
<b>PROCEDURE 7.4:</b>	<b>Requesting Use of CVH State Pool Vehicles</b>
<b>REVISED:</b>	11/13/09; 01/25/10; 02/10/12; 04/27/15; Reviewed 06/18
<b>Governing Body Approval:</b>	03/08/12; 05/14/15; 06/27/2018( <i>electronic vote</i> )

### **POLICY:**

To establish a centralized reservation system for shared Connecticut Valley Hospital (CVH) campus pooled vehicles.

Employees using state vehicles must comply with Department of Administration Services (DAS) Fleet General Letter 115, Motor Vehicle Usage Policy which can be found on the web at <http://das.ct.gov/Fleet/GL115rev2012.pdf> (especially the policy language of “possessing the ability, knowledge, skill, experience and appropriate license to operate the type of vehicle assigned

Vehicles will be available for patient programming and official state business.

### **PROCEDURE:**

Vehicles will be assigned to each patient division based on need for programming. Additional vehicles needed on a daily basis will be requested from the supervisor of transportation from an inventory of vehicles kept at the Transportation Office. Those requests will be filled on a programming needs (and availability) basis as determined by the Division Directors.

#### Out of State Travel:

- A. Authorization must come from the Division Director to the supervisor of transportation.
- B. Staff signing out the vehicle are responsible for checking the vehicle for safety equipment, fuel, and other normal safety points. Staff are responsible for completing and submitting to the Director of Fiscal Services monthly mileage sheets (in accordance with DAS Vehicle Policy GL-115).

#### Reserving Vehicles:

- A. To reserve a vehicle, staff will e-mail or call the following in the order listed:
  - Secretary 2 (860-262-5082/primary)
  - Chief of Fiscal Services (860-262-5099/2<sup>nd</sup> alternate)
  - CVH Garage (860-262-5727/3<sup>rd</sup> alternate)
- B. When reserving a vehicle, staff will provide the following:
  - Name;
  - Division;

- Phone Number;
- Reason for use (Patient Medical Appointment, Court, Staff Meeting, etc.);
- Time period being requested; and
- Destination

Staff will pickup the reserved vehicle and gas keys at the CVH garage, unless otherwise directed.

Staff will secure vehicle whenever they leave it (i.e., remove keys from ignition, turn off lights, lock doors, close windows, place confidential/valuable items out of sight).

Staff will legibly and accurately complete the Vehicle Mileage form housed in the vehicle (*for each and every trip use*)

Staff will top off the tank with fuel after use if the tank is ½ full or less.

Staff will remove all trash and personal items from the vehicle after use.

Cancellations: Staff will provide a minimum of prompt, ideally 24-hour notice should usage differ from the original reservation.

After Hours Usage: Upon return of a vehicle after hours, staff will return the vehicle to the location retrieved and place the keys in the drop box in the CVH garage. Only in special circumstances, pre-approved by the Agency Transportation Administrator, are vehicles to be kept overnight. (See Page 10 of DAS GL115)

Failure to follow this policy and procedure may result in suspension of reservation rights.

***Please Note:*** The CVH garage operates: Monday through Friday from 6:00 AM to 3:00 PM.