



Administrative Policy

Policy Title:	Transporting Individuals Receiving Services in Personal Vehicles
Policy #:	09-002-0005
Effective Date:	06/5/2025
Approved by:	Telly Delor, Chief Operating Officer
Functional Area:	Human Resources
Responsible Leader:	Stephanie Shank, Human Resources Director
Policy Owner:	Jody Kruskie, Labor/Employee Relations Manager
Applies to:	SCCCMH Staff

Purpose: To ensure standards and practices are enforced in the event an employee must transport using a non-agency vehicle.

I. Policy Statement

It is the policy of St. Clair County Community Mental Health (SCCCMH) to ensure that should it be necessary for individuals receiving services to be transported in an employee's personal vehicle, it will be done in accordance with this policy.

II. Standards

- A.** It is understood that all employees will possess their own vehicle or have access to one, as stated in their respective Agency Job Description/Functional Job Task List, in the event it becomes necessary in the course of performing their job to transport individuals receiving services. Refer to Standard A of [Administrative Policy #07-003-0020, Travel & Business Reimbursement](#) for details related to daily miles traveled in personal vehicle and the requirement to obtain an Agency vehicle.
- B.** Employees may be required to transport if the individual receiving services is not able to secure transportation and needs assistance to meet a goal in their Individual Plan of Services (IPOS), e.g., medical treatment, shelter, etc. The expectation is that transportation will occur in an Agency vehicle. An employee should only use their personal vehicle after receiving a denial of availability via email from the Facilities/Transportation designated representative.
- C.** When an Agency vehicle is not available, employees transporting individuals served are entitled to mileage reimbursement at the IRS approved mileage rate following

procedures outlined in [Administrative Policy 07-003-0020, Travel and Business Reimbursement](#). Note: The IRS mileage reimbursement is designed to compensate for items such as standard maintenance, repairs, taxes, gas, insurance, registration fees, etc.

- D.** Cleaning needs (e.g., soiling, infestation remediation, etc.) incurred as a result of transporting individuals served will be addressed by the Facilities staff.
- E.** If transport of individuals receiving services is required by the Agency Job Description/Functional Job Task List, the employee must maintain a valid driver's license, valid license plate and registration, and valid auto insurance. The Agency reserves the right to confirm compliance.
- F.** Michigan No-Fault law requires vehicles registered in the state to have liability coverage. When an employee is using their personal vehicle for agency business (including transporting individuals served), the employee's liability coverage is primary. The Agency's coverage provides only excess liability over the employee's current liability limit. Employees are encouraged to report this usage to their insurance carrier to ensure adequate coverage. The Agency's coverage does not provide any physical damage coverage for non-agency vehicles used to provide services.
- G.** While transporting individuals in personal vehicles, employees are expected to operate vehicles safely. Employees shall become familiar with and obey all motor vehicle traffic laws of Michigan and the local municipalities in which they are transporting.
- H.** Individuals being transported in employee's personal vehicle must use seat belts at all times.
- I.** Employees transporting individuals may not text and drive or use a cell phone to place or receive calls while driving in alignment with the Michigan Compiled Law 257.602b that prohibits the use of holding or using a mobile device while driving.
- J.** Employees transporting individuals must have an adequately stocked First Aid Kit with instructions in their vehicle. These kits can be "checked out" by the employee and are available at the Receptionist area of each Agency building.

III. Procedures, Definitions, and Other Resources

A. Procedures

Actions – General Transportation Procedures

Action Number	Responsible Stakeholder	Details
1.0	Employee	<ol style="list-style-type: none"> 1. Does not require supervisory approval for the transporting of individuals receiving services to predetermined functions, as included in the IPOS. 2. Determine whether or not there is a need to transport an individual receiving services for situations not covered by the IPOS and alerts supervisor.
2.0	Supervisor	<ol style="list-style-type: none"> 3. Review the situation not covered by the IPOS and make determination whether transportation is necessary. If the request is denied, explain the reasons for the denial.
3.0	Employee	<ol style="list-style-type: none"> 4. Check Fleet Commander for availability of an Agency vehicle. If none appear to be available, check with Facilities/Transportation Department staff.
4.0	Facilities/Transportation Department Staff	<ol style="list-style-type: none"> 5. Secure a vehicle for the employee or confirm by email to the employee that a vehicle is not available.
5.0	Employee	<ol style="list-style-type: none"> 6. Reserve vehicle via Fleet Commander and obtain key from electronic key box. 7. Use personal vehicle if Agency vehicle is not available. Retain a copy of the email from Facilities/Transportation Department stating no availability and attach it to employee travel reimbursement request; requests without the email for that date will be denied. 8. Submit reimbursement request with attached documentation supporting lack of Agency vehicle availability (email) to Supervisor for review and approval/denial, using form #0260 Travel/Expense Voucher.

Actions – Personal, Mini First Aid Kits provided by SCCCMH

Action Number	Responsible Stakeholder	Details
1.0	Employee	<ol style="list-style-type: none">1. Request/check out the First Aid Kit from reception prior to transporting individual served in the employee's personal vehicle.2. Complete form #0057 incident report and/or form #0802 employee accident report, as appropriate, when any supplies from the First Aid Kit are used.3. Return First Aid Kit to reception upon return from transporting.

B. Related Policies

[Administrative Policy #07-003-0020, Travel & Business Reimbursement](#)

C. Definitions

N/A

D. Forms

[#0057 Incident Report](#)

[#0260 Travel/Expense Voucher](#)

[#0802 Employee Accident Report](#)

E. Other Resources (i.e., training, secondary contact information, exhibits, etc.)

N/A

F. References

1. CARF
2. Michigan Compiled Law 257.602b

IV. History

- Initial Approval Date: 07/1982
- Last Revision Date: 05/2024
- Last Reviewed Date: 03/2025 BY: Jody Kruskie
- Non-Substantive Revisions:
- Key Words: Vehicle, transportation, transport, first aid, car, travel, reimburse