

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

Date Issued 1/24

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I. APPLICATION:

- ☐ SCCCMHA Board
- ☐ SCCCMHA Providers & Subcontractors
- ☒ Direct-Operated Programs
- ☒ Community Agency Contractors
- ☒ Residential Programs
- ☒ Specialized Foster Care

II. PURPOSE STATEMENT:

St. Clair County Community Mental Health Authority (SCCCMHA) shall ensure that, in SCCCMHA vehicles or personal vehicles used for official SCCCMHA business, seat belts will be fastened and properly adjusted by the operator and all passengers, except for those persons possessing a medical exemption.

III. DEFINITIONS:

None Available

IV. STANDARDS:

- A. State law requires that vehicle operators and passengers wear a seat belt at all times, unless exempt by a licensed physician. Act 300 of the Public Act of 1949; as amended by PA25 of 1995, Section 257.710e.

V. PROCEDURES:

Employee

1. Ensures, to the best of their ability, that all vehicle passengers are wearing seat belts at all times.
2. Provides a copy of any exemption to wearing a seat belt from a licensed physician to the agency personnel office and immediate supervisor. Also keeps a copy in the vehicle. Ensures the exemption statement includes the reason for the exemption.
3. Advises hesitant persons served who do not have a valid exemption of SCCCMHA policy/administrative procedures that SCCCMHA strongly encourages compliance for their safety. However, if person served continues to be non-compliant, the transportation schedule should not be

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further delayed.

4. Arranges a Planning Team meeting, in cases of non-compliance only, to address the issue as soon as possible.

Supervisor

5. Institutes progressive disciplinary action for violation of this administrative procedures.

Training Office

6. Requires, if appropriate, that an employee receives training, such as CMH Module 10 – Transportation Techniques and/or materials produced by the State Police Office of Highway Safety Planning Division.

Director/Designee

7. Declines to grant or withdraws an employee's authorization to operate a SCCCMHA vehicle for violations of this administrative procedures or state law.

VI. REFERENCES:

- A. Act 300 of the Public Act of 1949; as amended by PA25 of 1991, Section 257.710e.
- B. CARF: Health and Safety

VII. EXHIBITS:

None Available

VIII. REVISION HISTORY:

Dates issued 04/99, 04/01, 04/03, 04/05, 04/07, 04/09, 12/11, 05/13, 05/14, 05/15, 05/16, 05/17, 05/18, 05/19, 11/20, 11/21, 01/23.