



Policy Title:	Use of Agency Vehicles
Policy #:	09-002-0030
Effective Date:	04/2/2025
Approved by:	Telly Delor, Chief Operating Officer
Functional Area:	Transportation Department
Responsible Leader:	Dann Hayes, Information Technology and Security Director
Policy Owner:	King Thomason, Transportation Manager
Applies to:	SCCCMH Staff, All occupants of vehicles conducting Agency Business

Purpose: To provide guidelines and define responsibilities for the use of Agency vehicles, ensuring that they are used efficiently, safely and in compliance with applicable laws and regulations.

I. Policy Statement

This administrative policy provides guidance to employees on the use of Agency owned vehicles for work on behalf of St. Clair County Community Mental Health (SCCCMH). It addresses Michigan Compiled Law (MCL) 257, Act 300 of 1949 Section 257.602b - Holding or using a mobile electronic device while operating a motor vehicle and under what circumstances employees may use Agency vehicles and the policies and rules governing such use. The use of privately owned vehicles for official Agency business is addressed in a separate administrative policy.

II. Standards

- A.** This administrative policy applies to all employees who operate Agency vehicles on Agency business.
- B.** SCCCMMH has installed GPS tracking devices in each vehicle. This improved tracking will show when a vehicle is checked-out, but not in use, and will provide data for follow up to ensure more efficient vehicle reservation and usage.
- C.** Operators of SCCCMMH-owned motor vehicles shall always drive safely, legally, and courteously, remembering that they are directly responsible for maintaining both SCCCMMH-owned property and public trust.

- D.** SCCCMH shall provide a safe working environment that protects the people we serve, our employees and our citizens from injury and property loss. SCCCMH considers use of vehicles part of the working environment. SCCCMH is committed to safe and responsible employee driving behavior that reduces the risk of personal injury and property loss. Utilizing the GPS technology, the location of each vehicle can quickly be tracked in the event of a breakdown or emergency, increasing staff safety and decreasing response time. In order to protect vehicles from theft and damage, employees must park or store the vehicle in a manner that reasonably protects it and lock the vehicle when unattended.
- E.** Vehicles owned by SCCCMH are to be used for the functions of SCCCMH. Personal use or any other type of use must be authorized by Management in advance. In the event the purpose for the transportation is outside the employee's scope of employment, they increase the chance of being held personally liable for any injury or damage to any vehicle or its occupants resulting from an accident.
- F.** Employees must be authorized by their supervisors to operate an agency vehicle.
- G.** Employees who operate a SCCCMH fleet vehicle are required to have a valid driver's license. Licenses must be carried at all times while using Agency vehicles. Should an employee's driver's license expire, be revoked or suspended, the employee shall immediately notify their supervisor. At the time of the suspension, the employee's SCCCMH vehicle-use privileges will be suspended until the employee's driver's license has been fully restored and validated.
- H.** All drivers and passengers are required to utilize seatbelts as mandated by law.
- I.** Every SCCCMH vehicle has a disability-parking placard assigned to it. Use of disability parking spots should only be used when an employee or person we serve has a qualifying disability as defined by Michigan law.
- J.** The driver of a SCCCMH vehicle, or any other vehicle being used for SCCCMH business, is prohibited from using a mobile communication device, cell phone or computer of any type while the vehicle is in motion in alignment with MCL 257.602b. Drivers must be safely parked before using phone or mobile computer equipment. A mobile communication device is defined as "a text messaging device or a wireless, two-way communication device designed to receive and transmit voice or text communication."
- K.** Smoking, eating, and drinking by all vehicle occupants is expressly prohibited in all SCCCMH vehicles.
- L.** The driver must not operate a vehicle when their ability to do so is impaired or influenced by alcohol, illegal drugs or other illegal substances, prescribed or over-the-counter medication, or illness, fatigue or injury.

M. Accident Reporting:

1. In the event of an accident, the driver shall, when possible, first check on the safety and welfare of all persons involved and seek immediate medical attention should it be required for themselves or others. If possible, move the vehicle to a safe location out of the way of traffic.

All accidents resulting in major vehicle damage, damage to other's business or personal property, causing bodily injury to vehicle occupants or another person, or involving another vehicle must be reported to Law Enforcement immediately with a report to Supervisor and Transportation Manager/Designee as soon as possible thereafter. If a driver is unsure whether Law Enforcement should be called (in the event of minor damage not resulting in any of the above), they must immediately contact their Supervisor or Transportation Manager/Designee for a determination. Employee follows guidelines for post-accident testing as stated in [Administrative Policy #06-001-0010, Personnel: Alcohol and Drug Testing](#) – Exhibit A, DOT Controlled Substances and Alcohol Testing Program.

2. Employees will not be held financially responsible for damage to the vehicle as long as they had approval to use the vehicle and was performing official Agency business at the time of the accident or incident. The employee must complete the Claim/Incident Report (available from Chief Operating Officer or Transportation Manager/Designee) within twenty-four (24) hours of accident and forward to the Transportation Manager/Designee
 - a. Note: If an injury prevents the driver from completing this form, the driver's Supervisor shall ensure that the accident reporting form is properly completed by the close of the twenty-four-hour period.
- N.** All fines and other criminal penalties due to violations of the law by the driver are the personal responsibility of the driver of any SCCCMH vehicle. These costs are not reimbursable by SCCCMH and must be paid promptly by the driver.
- O.** If the SCCCMH vehicle is in need of repairs, the vehicle should be taken directly to the SCCCMH Transportation Department, if possible. If this is not possible, notify the SCCCMH Transportation Department of the location of the vehicle and the issue with the vehicle.
- P.** If an employee transports a recipient and violates the Michigan Vehicle Code while doing so, this will result in a violation of neglect and will be addressed through the Recipient Rights Complaint Resolution System.

III. Procedures, Definitions, and Other Resources

A. Procedures

Responsibilities

Position	Responsibilities
Employee	<ol style="list-style-type: none"> 1. Access Fleet Commander to make vehicle reservations. 2. Retrieve and return keys to Fleet Commander Kiosk. 3. Complete all required documentation.
Fleet Commander	<ol style="list-style-type: none"> 1. Assign and dispatch Agency Vehicles. 2. Email communications to Employees regarding the status of vehicle reservations
Supervisor	Review and approve Travel vouchers

Actions

Action Number	Responsible Stakeholder	Details
1.0	Employee	<ol style="list-style-type: none"> 1. Access Fleet Commander at their SCCCMH home location. 2. Scan employee identification badge or keys requested information to Fleet Commander kiosk. 3. Enter dates, times and vehicle type requested.
2.0	Fleet Commander	<ol style="list-style-type: none"> 4. Assign an available agency vehicle and sends a confirmation e-mail. If no Agency vehicle is available, Fleet Commander will ask, "Do you want to submit this reservation for manual process? Employees are to always answer, "Yes."
3.0	Employee	<ol style="list-style-type: none"> 5. Receive confirmation email of vehicle availability OR Answers "Yes" to have reservation submitted for manual process when no vehicle is available. At that point Transportation staff will review vehicle availability. If still, there is no vehicle available then Fleet Commander will send an email stating there are no vehicles available and to submit for mileage reimbursement after using their personal vehicle.
4.0	At Vehicle pick up time	<ol style="list-style-type: none"> 6. Log into Fleet Commander kiosk using employee ID, unlock the Fleet Command Key box and remove the key to the assigned vehicle. 7. Fill out, clearly and legibly daily log and related paperwork related to use of vehicle. 8. Return key to the same key box from which you removed the vehicle key by using employee ID badge to log into Fleet Command kiosk. 9. Ensure key box is closed.

Action Number	Responsible Stakeholder	Details
		10. Document any maintenance issues or damage in kiosk.
5.0	No Agency vehicle available - uses own vehicle	11. Attach the aforementioned e-mail (no agency vehicle available) from Fleet Commander to their travel voucher as evidence they made a reasonable attempt to secure an Agency vehicle.
6.0	Supervisor	12. Review travel vouchers submitted by Employee and check to see that Employee attempted to secure an Agency vehicle before requesting mileage reimbursement (as evidenced by denial e-mail from Fleet Commander).

B. Related Policies

[Administrative Policy #06-001-0010, Personnel: Alcohol and Drug Testing](#)

C. Definitions

1. *Agency Vehicle*: A SCCCMH-furnished vehicle, which is part of the Agency's vehicle fleet.
2. *Employee*: An individual employed by SCCCMH regardless of status or rank.
3. *Global Positioning System (GPS)*: A tracking device that utilizes satellite technology to send information regarding a vehicle's location, idle time, speed, sudden acceleration, hard braking and other pertinent data.
4. *Valid Driver's License*: A license, in the name of the employee, to operate a motor vehicle, which is valid at the time of use of the Agency vehicle.
5. *Transportation Department*: The department that has Agency-wide responsibility for administrative policies, reporting, and inventory relating to Agency vehicles.

D. Forms

N/A

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

N/A

F. References

1. CARF
2. Michigan Compiled Law Section 257.602b

IV. History

- Initial Approval Date: 02/2020
- Last Revision Date: 02/2025 BY: King Thomason
- Last Reviewed Date:
- Non-Substantive Revisions: N/A
- Key Words: Fleet, Transportation, Kiosk, Travel, Vouchers, Driver