

Guam Behavioral Health and Wellness Center		
TITLE: GBHWC Vehicle Usage	REFERENCE #: AD-02	PAGE: 1
DIVISION: Inpatient/Outpatient- Administrative	TJC: EC.02.01.01	
APPROVED BY: <u>Rey M. Vega</u> 6/5/14 REY M. VEGA, DIRECTOR	EFFECTIVE: 3/25/2014	
	REVISED: 6/5/2014 <u>Rey M. Vega</u>	

PURPOSE:

- A. This policy is designed to ensure the safe operation of all Guam Behavioral Health and Wellness Center (GBHWC)/Government of Guam vehicles and reduce the risk of vehicle-related liabilities.

POLICY:

- A. Vehicle policies apply to all employees who operate GBHWC vehicles, while performing their official duties.
- B. All employees who operate a GBHWC vehicle or who perform official duties in a personal vehicle shall comply with applicable Government of Guam and Federal Regulations governing the operation of such vehicles.
- C. In accordance with Section 1103 of Title 4 GCA, GBHWC vehicles shall be used for official purposes only.
- D. Employees may not drive GBHWC vehicles without the prior approval of their immediate supervisor.
- E. Personal use of the GBHWC's vehicles, including lunch, private business, or personal errands is prohibited.
 - a. In the event that returning the vehicle to the Center in order for the staff to take lunch would be inefficient to the operation, staff must obtain authorization from his/her immediate supervisor to have lunch while still in possession of the GBHWC vehicle. For example, staff is on home visits at the far end of the island.
- F. Only authorized passengers may ride in GBHWC vehicles.
 - a. Providing transportation to hitchhikers is prohibited.
- G. GBHWC vehicles shall not be parked at places of amusement unless it is in the course of performing GBHWC business.
- H. Staff who must use a GBHWC vehicle to carry out his/her assigned duties must properly sign-in and sign-out the GBHWC vehicle.
- I. Any employee who does not have a valid driver's license will not be authorized to operate the GBHWC's vehicles (Title 16 GCA).
- J. Staff required to operate GBHWC vehicles shall receive and be thoroughly instructed on all GBHWC vehicle policies and procedures including how to

Guam Behavioral Health and Wellness Center

TITLE: GBHWC Vehicle Usage	REFERENCE #: AD-02	PAGE: 2
----------------------------	-----------------------	---------

complete the GBHWC Motor Vehicle Trip Ticket Form (F-AD-03), how to report incidents/accidents, and how to make maintenance requests.

- K. Supervisors shall periodically evaluate compliance with GBHWC vehicle policies and procedures.
 - a. Staffs who do not comply with GBHWC vehicle policies and procedures may be subject to disciplinary action.

PROCEDURE:

Drivers License Requirements:

- A. According to Title 16 GCA, all employees operating a GBHWC vehicle must maintain and have in their possession, while driving a GBHWC vehicle, the following:
 - a. A valid Guam driver's license
 - i. A learners permit or intermediate license is not considered a valid Guam driver's license.
 - b. A valid GBHWC employee identification card
- B. Only drivers with a valid Guam driver's license with the endorsement "ABG" and a medical certificate are allowed to operate the 15 passenger van.
- C. All employees with a suspended, revoked or expired driver's license are prohibited from driving a GBHWC vehicle.
 - a. The employee must notify his/her immediate supervisor if his/her license is suspended, revoked, expired or significantly changed in any way.
 - i. If driving is a primary function of the employee's job, loss of his/her license could result in reassignment.
- D. All employees who operate a GBHWC vehicle shall submit a copy of their valid Guam driver's license to human resources when they process-in and every time they renew their license.
 - a. The copy shall be placed in the employee's personal file.

Checking In/Out GBHWC Vehicles:

- A. Supervisors are responsible for checking their employee's driving record, verifying their employee's has a valid driver's license and making sure their employee's are eligible for coverage under any applicable government insurance prior to authorizing them to operate a GBHWC vehicle.
- B. To check-out a GBHWC vehicle, staff shall go to the designated person for his/her division.
- C. Prior to departure from GBHWC premises, the employee operating the GBHWC vehicle must:

Guam Behavioral Health and Wellness Center

TITLE: GBHWC Vehicle Usage

REFERENCE #:
AD-02

PAGE: 3

- a. Complete the appropriate sections of the GBHWC Motor Vehicle Trip Ticket Form (F-AD-03).
 - b. Inspect the GBHWC vehicle to ensure it is safe to operate and that there are no apparent damages.
- D. While in route staff must complete the travel log section of the GBHWC Motor Vehicle Trip Ticket Form (F-AD-03).
- E. Upon return, the vehicle must be parked in one of the designated spaces on GBHWC premises.
- a. The Motor Vehicle Trip Ticket Form (F-AD-03) shall be completed and turned into the designated staff responsible for the car, along with the car keys.
 - i. The Motor Vehicle Trip Ticket Form (F-AD-03) must be turned in on a daily basis, however, if this is not possible due to extended or evening usage, the Form must be turned in first thing the following working day.
 - b. Gas receipts shall be submitted to the financial office.

General Safety:

- A. The operator's main priority should always be the safety of the consumers being transported.
- B. Staff shall comply with all traffic and parking regulations (i.e., speed limits, "no parking zones", etc.).
- C. All employees operating GBHWC vehicles must exercise caution and defensive driving behavior.
- D. All vehicle occupants are required to wear their seat belt when operating or riding in any GBHWC vehicle.
- E. Staff shall ensure GBHWC vehicles are locked and windows are rolled all the way up whenever the vehicle is left unattended and upon returning the vehicle back to the Center.
- F. Use of illegal drugs, alcohol and tobacco (i.e., chewing and smoking, to include electronic cigarettes) is strictly prohibited during operation of GBHWC vehicles.
 - a. Use of alcohol within eight (8) hours prior to vehicle operation is also prohibited.
- G. Smoking, spitting, chewing, and consuming food or beverages is strictly prohibited in GBHWC vehicles.

Guam Behavioral Health and Wellness Center

TITLE: GBHWC Vehicle Usage

REFERENCE #:
AD-02

PAGE: 4

a. Water is the only acceptable food/beverage allowed in GBHWC vehicles.

H. All vehicle loads must be adequately secured prior to departing.

a. Loads must be inspected and secured to avoid movement, damage or loss during transport.

Cellular Phones/Texting:

A. Cellular phone use, including texting while operating the GBHWC vehicle, is prohibited.

B. Drivers must pull-off the road in a safe area to make emergency calls or answer work-related calls.

C. Hands-free devices are acceptable as long as the phone call is work related or an emergency call.

Re-fueling GBHWC vehicles:

A. Staff shall re-fuel GBHWC vehicles prior to or after transporting consumers.

a. In the event that the vehicle needs re-fueling when consumers are being transported, consumers must exit the vehicle with staff.

B. Staff shall ensure that the fuel gauge is not less than one quarter (1/4) tank before returning the vehicle to GBHWC.

Responding to Accidents:

A. Staff shall immediately report all accidents involving GBHWC vehicles to the Guam Police Department (GPD), their immediate supervisor, and the safety officer.

a. Staff shall seek first aid and/or an ambulance should be called to transport any injured individuals to Guam Memorial Hospital (GMH).

B. Staff shall not discuss the events with other parties involved or accept responsibility for the accident, associated damages or injuries however; staff shall cooperate fully with authorities.

C. Additionally, staff must complete a written incident report within twenty-four (24) hours of the incident. A copy shall be given to the safety officer.

D. If staff fails to report accidents, injuries, or flees the scene of an accident it may result in disciplinary action.

Responding the Theft or Vandalism:

A. Appropriate measures shall be taken to ensure the security of the vehicle and its cargo from theft or vandalism.

Guam Behavioral Health and Wellness Center

TITLE: GBHWC Vehicle Usage

REFERENCE #:
AD-02

PAGE: 5

- B. Staff shall immediately report all incidents or theft or vandalism involving a GBHWC vehicle to the Guam Police Department, their immediate supervisor, and the safety officer.
- C. Additionally, staff must complete a written incident report within twenty-four (24) hours of the incident. A copy shall be given to the safety officer.
- D. If staff fails to report the incident it may result in disciplinary action.

Traffic and Parking Citations:

- A. Traffic and parking citations incurred while the employee was operating a GBHWC vehicle must be reported promptly to the employee's immediate supervisor.
 - a. Employees are responsible for any driving infractions or fines as a result of their imprudent driving.

Corrective Action:

- A. Any employee who receives a citation or is involved in an accident while operating a GBHWC vehicle shall be counseled by their immediate supervisor.
- B. Individuals whose driving performance fails to improve may be removed from duties that require driving.
- C. Employees with repeated offenses will have their driving privileges in a GBHWC vehicle revoked and the employee may be subject to further adverse action.

Vehicle Breakdown:

- A. In the event of an emergency breakdown, staff shall notify their immediate supervisor immediately.
- B. If it is a safety concern, the problem should also be reported to the safety officer.
- C. If the breakdown requires staff to leave the vehicle, staff shall ensure the safety and comfort of consumers and secure the vehicle prior to leaving it roadside.
 - a. Abandoning the vehicle should be used as a last resort.
- D. Staff shall assist in coordinating roadside repair or towing service, if necessary.

Maintenance and Repair:

- A. Any defects or unsafe conditions must be reported immediately to the operator's immediate supervisor prior to operating the vehicle.
 - a. The maintenance supervisor will be responsible to get the necessary repairs completed to ensure the safe operation of the vehicles.

Guam Behavioral Health and Wellness Center

TITLE: GBHWC Vehicle Usage

REFERENCE #:
AD-02

PAGE: 6

- B. To ensure the safety of the consumer's being transported, the facility operations department shall establish and maintain a preventive maintenance schedule, yearly safety inspections, and all necessary repairs to ensure the safe operation of the GBHWC vehicles.
- C. If staff thinks the vehicle requires service/maintenance, a work request shall be completed and submitted to their immediate supervisor and then to the facility operations department along with the vehicle keys.
- D. Vehicle maintenance is to be performed according to the manufacturer's recommendations.
- E. Maintenance records for all GBHWC vehicles are to be kept in the maintenance office.

OTHER CONSIDERATION:

1. This policy supersedes Department Vehicle Protocol 10.01.109 and Department Vehicle Usage 10.01.108
2. Supplemental documents: Memorandum, Subject: Safety Lights Policy for government vehicles, dated February 15th, 2000 signed by Governor Carl T. C. Gutierrez.
3. Supplemental documents: Memorandum, Subject: Policy on the use of government vehicles and privately owned vehicle used for official business, dated February 16th, 2000 signed by Governor Carl T. C. Gutierrez.