County of San Bernardino
Department of Behavioral Health

Vehicle Use Policy

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Allan Rawland, Director

Policy

It is the policy of the Department of Behavioral Health (DBH) to ensure DBH vehicles are used in accordance with County Policy, State and Federal regulations for the protection of employees and clients.

Purpose

To ensure DBH vehicles are used safely and efficiently.

Program Guidelines

DBH programs will adhere to the following guidelines:

- All DBH assigned vehicles will be accessible to all DBH programs
- **Priority use will supersede scheduled vehicle use**. Priority vehicle use will be as follows:
  - During a declared disaster, The DBH Disaster and Safety Coordinator or Department Operations Center, Logistics Section, will redirect vehicle use as required to support disaster relief efforts
  - First priority will be given to activities involving transportation of clients, as **clients and potential clients are not to be transported in personal vehicles**
  - Second priority will be given to staff activity directed to field trips, home visits, and other client contacts in the field
- It is the responsibility of the Program Manager where a vehicle is assigned to ensure the vehicle and its use comply with County and DBH policies and procedures
- Vehicles not fully occupied will be transferred to another program or returned to the Motor Pool

User Guidelines

DBH staff using County vehicles will adhere to the following guidelines:

- Possess a valid driver's license and be prepared to provide upon request
- Possess current personal vehicle liability insurance and be prepared to provide upon request
- Become aware of the County Motor Pool rules and procedures and comply with them
- Not allow passengers in County vehicles other than for official business purposes
- Be the only the driver for the vehicle when logged for its use

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Vehicle Use Policy, Continued

User Guidelines (continued)

- Operate vehicles at all times in a responsible and prudent manner in accordance with state and local laws, particularly observing:
  - Posted speed limits
  - Use of hands-free headsets
  - Be personally responsible for any traffic violations issued while operating County vehicles

Related Policy or Procedure

County Policy Manual 12-04: Vehicle Services Policy
County Policy Manual 12-04SP: Vehicle Services Rules and Procedures
DBH Standard Practice Manual SFT7019: Vehicle Accidents Reporting Procedure
DBH Standard Practice Manual BOP3015-1: Vehicle Use Procedure