

PATIENT RESTRICTED

Coalinga State Hospital

OPERATING MANUAL

SECTION - HOSPITAL OPERATIONS
ADMINISTRATIVE DIRECTIVE NO. 718
(Replaces AD 718 dated 10/6/2005)

Effective Date: September 7, 2006

SUBJECT: MOTOR VEHICLES AND ELECTRIC CARTS

I. PURPOSE

The Vehicle Pool is established to ensure economical use of all state motor vehicles and equipment assigned to Coalinga State Hospital (CSH).

II. AUTHORITY

This policy/procedure is in reference to State Administrative Manual (SAM) (0750-0760 also 2400-2462), ANSI B 56.8 (Sect. 5&6), and California Vehicle Code (Section 12500),

III. POLICY

The Vehicle Pool consists of State of California passenger vehicles, trucks, trailers, and other mobile equipment. The Office of Fleet Administration assigns these vehicles to CSH. State Vehicles and equipment are only for State work and State business.

IV. METHOD

All requests for vehicular equipment by hospital employees will be made directly to the Transportation/Motor Pool Office by the sections/individuals concerned.

The Program Director or Department Head submits requests for vehicles on the "Vehicle Request" form to the Transportation/Motor Pool Office after authorization. Vehicle operators are required to fill out Travel Log Form STD 273 for any state vehicles they operate.

V. TRANSPORTATION OFFICE

Under direction, the transportation/motor pool manager or assigned vehicle dispatcher has the following duties.

- A. Verification of a current Defensive Driver Card for any hospital employee requesting vehicle pool equipment, and a current California Driver's License appropriate to the type of vehicle(s) or equipment requested. It is the employee's responsibility to immediately report to their supervisor all vehicle code violations (citations) received while driving a state vehicle.

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- B. Assignment and reassignment of all items of equipment in the Vehicle Pool, as directed by the Chief of Plant Operations, or Hospital Administrator. All assignments and reassignments to departments, divisions, activities, and/or individual state employees will be on a job or trip basis, and will be made in a manner that will assure economical use of all equipment for the benefit of the hospital.
- C. Regular safety inspection of vehicle pool equipment to verify their proper care and handling.
- D. Arrange for cleaning, servicing, painting, and repairs with the garage, and after proper notification, schedule times for these operations and arrange for delivery of the equipment at the proper time, and to the proper place.
- E. Maintain transportation records, showing location and use of all vehicle pool equipment at all times.
- F. Maintain and make proper distribution of all records and reports pertaining to Vehicle Pool equipment required by the state.
- G. Report all unusual circumstances and/or incidents pertaining to Vehicle Pool equipment to the Motor Pool Manager or the Chief of Plant Operations at the earliest opportunity.

VI. ELECTRIC CART OPERATION

- A. All programs and departments shall operate electric carts in compliance with the following:
 - 1. CSH's Electric Cart Operation and Training Procedure. Individual additions to the procedure are acceptable. Deletions are unacceptable.
 - 2. American National Standard Personnel and Burden Carriers ANSI B56.8, (Sections 5 and 6).
 - 3. Operations and Maintenance Manual for the electric cart.
- B. Operators of electric carts shall meet the "Driver Qualifications" specified in the Operators and Maintenance Manual for the electric cart.
- C. Operators of electric carts shall have a valid California Driver's License, and a Defensive Driving Card.
- D. All electric carts shall be marked with identifying numbers, letters, or words on the vehicle.

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- E. The manager or supervisor of the electric cart operator shall investigate all accidents involving the electric cart. That investigation shall be forwarded to the Health and Safety Officer for review.

- F. When a department/program's CSH Electric Cart Operation and Training Procedure is updated, a copy of the update shall be provided to the Health and Safety Officer and Training Office.



W. T. VOSS
Executive Director