

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	806
		Original Date	05/16/1983
	Department: Maintenance	Revised Date	04/17/2015
	State Vehicles		

POLICY:

State vehicles are to be operated, maintained and scheduled appropriately.

PROCEDURE:

1. Before operating a State vehicle, each employee will notify their supervisor of their destination and check for 1st Aid Kit, emergency supplies, and ice scraper.
2. Seat belts must be worn by all occupants during vehicle operation.
3. Smoking is prohibited in state vehicles.
4. When you park a State vehicle, lock all doors. Keys must be removed from vehicles. Vehicles will not be left running unattended and unlocked on grounds. State vehicles are to be parked at designated parking slots in rear of the facility (attachment #1).
5. If the gas gauge is below 1/4 tank, fill the tank using the credit card in the vehicle glove box.
6. Service records of State vehicles will be kept by the Maintenance Supervisor. Service will be completed as needed and in the accordance with the vehicle preventative maintenance program.
7.
 - A. State vehicles can transport only residents and State employees who are in the conduct of State business.
 - B. An operator of a State vehicle may transport a person in emergencies.
8. Credit cards are issued for specific vehicles and are to be kept in the glove compartment. Charge slips are to be posted on the Maintenance bulletin board in the Employee Dining Room or place them in the Maintenance Supervisor's mailbox.
9. All State vehicles are covered by liability insurance for the actual amount of any loss for judgment, bodily injury, and property damage.

State Vehicles

10. In case of an accident involving a State vehicle, the following instructions should be followed:
 - A. Do not assume any responsibility or argue, but give your name, address, and driver's license number.
 - B. Protect the scene of the accident.
 - C. Check for injuries and call for necessary assistance.
 - D. Notify the State Highway Patrol and / or local police authority.
 - E. Obtain: Name and address of owners of other vehicles involved; name and address of drivers of other vehicles involved; license numbers; driver's license numbers; description of other vehicles; names and addresses of all witnesses.
 - F. Notify the Superintendent or his/her designee at the Montana Mental Health Nursing Care Center. If the accident involves a fatality, the State of Montana, Department of Administration, Risk Management and Tort Defense Division must be notified. Brett Dahl - 444-3687.
 - G. Fill out and submit all other accident report forms required by State &/or local laws (attachment #2).
11. Any emergency supplies, repairs or services shall be held to a minimum necessary to return the vehicle to the Center. If you question whether a repair is to be completed, telephone the Center.
 - A. Whenever possible, vehicles will be refueled at either a self-service island or a self service station.
 - B. The Maintenance Department will check the oil, tires, etc. on a regular basis.
 - C. Vehicle problems are to be reported on a Maintenance Work Request form.
12. A regular Montana Operator's Drivers License is required by Montana Law to operate State vehicles or a vehicle carrying 15 or less passengers including the driver.
 - A. All applications for positions requiring the operation of motorized vehicles must obtain all necessary licenses and permits required by the State of Montana, Department of Justice, & Motor Vehicle Division, prior to employment. Job postings will clearly state this requirement.

State Vehicles

- B. State vehicles will not be used by prospective nor current employees to obtain a required driving permit.
 - C. Employees who operate State Motor Vehicles in excess of 26,001 pounds, used to transport hazardous materials, or designed to carry more than 15 persons are required to have appropriate endorsement.
13. All traffic or parking violations are the responsibility of the employee driving a state vehicle