

PSYCHIATRIC HEALTH FACILITY POLICIES AND PROCEDURES

COUNTY OF SANTA BARBARA
DEPARTMENT OF ALCOHOL, DRUG AND MENTAL HEALTH SERVICES

Section:	ADMINISTRATIVE		
Subject:	VEHICLE MAINTENANCE		
Form Ref #:		Oct. 1997 - Effective	
Search Item:	A-4.2	May 2006 - Revised	
Director's Approval:	_____	Date:	_____
Assistant Director's Approval:	_____	Date:	_____

POLICY:	The Psychiatric Health Facility (PHF) will keep all assigned County vehicles in proper maintenance and in safe operating condition.
PROCEDURE:	<p>A. Vehicle maintenance will be assigned to the designated, Unit Secretary and Transportation staff member (s). They will:</p> <ul style="list-style-type: none"> • Be notified when cars need to be washed (inside/outside). • Be alerted to where cars are parked, if not in designated parking area. • Be notified if cars are in need of maintenance work (i.e. repair work needed). The Nursing Supervisor will be notified as well. • Maintain a log of credit card utilization (ensure all receipts are attached). • Maintain a monthly vehicle report and submit to the County garage in a timely manner. • Alert appropriate departments if an accident has occurred and supplied appropriate staff with accident reporting forms.

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