

# **SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY**

## **ADMINISTRATIVE POLICY**

**NUMBER: BA135**

**NAME: TRAVEL, MILEAGE, MEAL REIMBURSEMENT AND VEHICLE PROCESSES**

INITIAL APPROVAL DATE:	12/02/2020	BY: Administrative Committee
(LAST) REVISION DATE:	06/11/2024	BY: CEO and CFO
(LAST) REVIEW DATE:	08/15/2024	BY: Policy Committee
DISCONTINUED DATE:	N/A	REPLACE BY: N.A

### **I. PURPOSE**

To outline for the use of Agency vehicles, reimbursement of expenses related to travel, reporting accidents and driving infractions and the requirement for holding a valid driver's license/chauffeur's license.

### **II. APPLICATION**

Populations: **NA**

Programs: **Direct - ALL**  
**Contracted - ALL**

### **III. STANDARDS**

#### **A. TRAVEL AND VEHICLE PROCESSES – GENERAL RESPONSIBILITIES**

1. The following protocols are to ensure the safety of the driver and passengers whenever transportation is utilized. This policy applies to all staff, contractors and contractual agencies that provide services to Sanilac CMH. Sections have been outlined to ensure appropriate responsibility. Sanilac CMH vehicles are used for official business only. Employees, contractors, and Board members are not allowed to use Agency vehicles for personal use. Employees, contractors, and Board members may not take vehicles home unless they are leaving early in the morning or late in the evening on Agency business. In these situations, the Supervisor and CEO must approve prior to the vehicle being taken home.
2. Sanilac CMH staff are encouraged to use the Agency's vehicles for conducting Agency business whenever possible. Agency vehicles should be used for travel outside of the county unless approved by the Program Officer or CEO. Travel outside of the county will be pre-approved by the direct supervisor. All travel is to be determined as reasonable and for work-related purposes.
3. Agency vehicles are not to be left running if unlocked and unattended. Agency vehicles parked in Sanilac CMH parking lots can be left running to warm up or cool down if locked, but for no longer than 10 minutes.
4. Sanilac CMH may limit who is eligible to drive the vehicles based upon driving records. No alcoholic beverages or illegal substances shall be in an Agency vehicle at any time. There shall be no smoking in any vehicles while transporting individuals who receive services. In addition, no smoking is allowed in any Sanilac CMH vehicles at any time regardless of whether individuals who receive services are present.
5. All Agency vehicles are to have windshields, windows, headlights, and taillights cleared of ice and snow before traveling. This is the staff's responsibility to clear the vehicle of debris.

6. Cell phones are not to be used when driving. If necessary, pull off the road to make or receive a phone call or to respond to a text. Staff must ensure that the confidentiality of passengers remains protected.
7. In situations where a personal vehicle is used to provide transportation, a Supervisor may refuse a staff person the use of a personal vehicle to conduct Agency business if the Supervisor deems the personal vehicle unsafe. The owner of a personal vehicle used to transport persons served must have proof of insurance in the vehicle prior to providing transportation and have a chauffeur's license. The owner of a personal vehicle will assume primary liability and property coverage under their insurance carrier. The Agency liability insurance will be secondary to the vehicle owner's liability insurance coverage. If the staff chooses to transport persons served in their personal vehicle, it is recommended that the staff consult with their auto insurance provider to ensure they have coverage.
8. Sanilac CMH requires that all persons traveling in an Agency vehicle, contract provider vehicle or personal vehicle wear seat belts as provided. This refers to front and rear seat occupants. Occupants using wheelchairs must be properly secured by someone who has the demonstrated ability to properly use the restraint system as recommended by the wheelchair restraint manufacturer.
9. Sanilac CMH and AFC Providers must have a basic first aid kit in each vehicle. It is recommended that all other contract providers have a basic first aid kit in their vehicles. Agency vehicles should have a flashlight and winter weather items. Fire extinguishers may be secured in vehicles. A cell phone should be taken in the vehicle in case of an emergency.

## **B. STAFF REQUIREMENTS AND RESPONSIBILITIES**

1. Anyone that uses an Agency or personal vehicle for work purposes or that transports people, property or material for Sanilac CMH, must possess a valid Michigan Chauffeur's license applicable to the situation at the time of transport. A copy of their driver's license must be on file for review. (Contract residential staff – on file with the provider; CMH staff at Sanilac CMH, all others - As of February 25, 2020, at their office location).
2. Everyone (all Sanilac CMH employees and contract staff) that is eligible to drive an Agency vehicle will have his or her driver's license checked randomly but not less than every 365 days by Human Resources. Board members that use CMH vehicles will be required to sign an authorization for routine license checks. It is recommended that all contract providers check driver's licenses annually.
3. Staff that transport individuals served are required to have CPR and First Aid certifications unless other staff present have these credentials.
4. Anyone employed for the principal purpose of operating a motor vehicle or that transports as one or more of their job responsibilities are required to have a chauffeur's license. They will need to have the Chauffeur's license in place within 30 days of hire or transfer to a job not requiring such. If an employee that transports on a regular basis, i.e., Sanilac CMH driver or technician, cannot pass the test, they may elect to retake it at their own expense or transfer to another position that is open (if qualified). Employees that do not receive a chauffeur's license will be required to transfer to job responsibilities that do not involve transporting. If using a vehicle with 16 or more passenger seating, the employee must have a current, valid Chauffeur's license.
5. The Supervisor over Maintenance and the Maintenance staff will maintain the CMH vehicles. Monthly safety checks are performed on each vehicle to determine if maintenance is needed. A

copy of this checklist is retained in the maintenance file for said vehicle. It is the driver's responsibility to check the overall functionality of the vehicle. If maintenance is needed, you must notify the appropriate Supervisor and the Maintenance Supervisor immediately.

6. Upon returning the vehicle, it must be clean and filled with fuel if less than one-half tank. The keys to the vehicle need to be returned the day the vehicle is returned unless the office is closed, then the keys are to be returned first thing in the morning of the next business day.
7. All accidents must have a police report, even if it is minor damage to the vehicle. The police report and your own accident report for Risk Management must be forwarded to the employee's Supervisor and the CFO within one working day. If an accident occurs while transporting individuals served, an Incident Report also needs to be completed. If a staff is injured on work time, a Workers Compensation form must be submitted by the close of the business day.
8. Staff must take a working cell phone with them when using Agency vehicles. This may be an Agency phone or personal cell phone; however, if it is a personal phone then the Supervisor must have the number to the phone in case of an emergency.
9. When staff receive a traffic violation (that has points attached to the violation), in their personal vehicle or in an Agency vehicle, they must notify Sanilac CMH in writing within two (2) business days of being ticketed. The notification must include full name, Driver's license number, date of incident, specific violations committed, whether the violation was in an Agency vehicle, and the location of the violation. You must also notify Sanilac CMH in writing of any driver's license probation, suspension, revocation, cancellation, expiration, lost privilege, or disqualification by the end of the business day following the day you received the notice of action. All fines relating to driving will be the responsibility of the person operating the vehicle. Failure to notify while continuing to operate a vehicle or provide transportation services will lead to disciplinary action up to and including termination from the Agency.

### **C. TRAVEL, MEAL REIMBURSEMENT AND MILEAGE EXPENSES**

1. Mileage will be paid to staff for the use of a personal car for Sanilac CMH business at the current federal mileage rate. Personal cars may be used whenever there is not an Agency vehicle available OR you are required to be off site and will not have the need to transport an individual that we serve.
2. Lodging will be set up by the Finance Department for any overnight stays related to conferences. Lodging will only be set up for conferences that are over 80 miles from the employee's home, unless an exemption is made by the CEO. Mileage, meals and lodging charged to Federal programs are subject to following rates published by Federal Travel Regulations, unless otherwise justified.
3. Out of County meals should be modest and reasonable for the area. The first covered meal period is one hour after travel has begun. The final meal period is one hour before the end of travel. All amounts over \$2.00 must be accompanied by a detailed receipt. Tips are limited to up to 20% of the meal. Alcoholic beverages are not reimbursable. Road tolls will be in the exact amount spent and does not require a receipt. Parking fees incurred within the county are not reimbursable. Parking fees outside of the county are reimbursable in the exact amount with a receipt.
4. In the County meals will be limited to meetings and committee assignments during the meal times that are assigned by the supervisor for the benefit of the Agency. These are related to meetings with outside organizations and related to Agency wide collaboration and networking. No meal expenses incurred within the county related to service delivery are reimbursable; however, exceptions may be made by the CEO and CFO.

5. All reservations for airfare must be made for coach class. If coach seats are not available an administrative decision will be made regarding the travel method. Vehicle rental for travel will be limited to a mid-sized car, unless otherwise justified. Limousine and van service at airports should be utilized if available rather than local cab companies. Other staff expenses may be reimbursed with appropriate receipts.
6. All out of state travel must be approved by the CEO. Travel Advances may be obtained by submitting a travel voucher to the CFO at least 10 days prior to the day that it is needed. In addition, a completed travel voucher will be required to show itemized distribution of the funds. If an advance is requested, a substantiated voucher must be presented to the CFO within 5 days of return. Advances are allowed for travel lasting more than one night.
7. Travel while on-call will be approved at the mileage rate when called out. Mileage will start from the time you leave home to the time you return home.
8. Travel vouchers must be submitted monthly, by the 10<sup>th</sup> of the following month. Travel Vouchers submitted in excess of these guidelines must be accompanied by sufficient explanation. An employee is paid mileage for the round trip when an employee leaves from Sanilac CMH and returns to Sanilac CMH. Mileage is paid based upon MapQuest or actual mileage. Odometer mileage may be used when going to multiple stops/home visits. When an employee leaves from or returns to their residence the mileage is calculated in one of two ways: (a) when employee leaves and returns home – mileage is calculated for the whole trip then the employee would deduct the normal mileage to and from work. For example: If employee drove 100 miles round trip to a meeting but normally commutes 30 miles to work daily the employee would only be paid 70 miles. (100 miles driven less 30 miles normally driven round trip = 70 miles paid). (b). When an employee leaves from home to attend a meeting and returns to the office – mileage is calculated from the time they leave (residence) to the time they return to the office. The employee would deduct the normal mileage to work only. For example: If the employee drove 100 miles round trip to a meeting then returned to the office then you would deduct the 15 miles normally driven to work (from example above). The employee would be paid 85 miles. This policy works the same when an employee leaves from the office but returns home. Mileage will not be paid to staff that are on their way home and make a stop for business reasons.
9. A travel voucher will be submitted for reimbursement of travel costs. Each purchase/expense will be listed separately, and the original receipt will be attached.

#### **IV. ATTACHMENTS**

#### **V. REFERENCES**

Travel Voucher Form # 0122  
Travel Voucher on Sanilac CMH Database