

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

NUMBER: DA1086

NAME: EMERGENCY SERVICES TRANSPORTATION GUIDELINES

INITIAL APPROVAL DATE:	06/13/2017	BY: Clinical Policy Committee
(LAST) REVISION DATE:	06/27/2017	BY: Clinical Director
(LAST) REVIEW DATE:	07/27/2023	BY: Policy Committee
DISCONTINUED DATE:	N/A	REPLACED BY: N/A

I. **APPLICATION**

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

II. **PROCEDURE**

When staff have identified that an individual or a parent/guardian needs assistance with transportation, Sanilac County Community Mental Health will provide transportation under conditions that are considered safe and stable. Transportation will only be provided to other treatment facilities, hospitals, shelters, and other public community resources. An after-hours on-call list will be developed and revised once a year to identify staff and their contact information that are interested in assisting with after-hours transportation.

III. **DEFINITIONS**

IV. **STANDARDS**

Transportation during regular business hours:

- Staff will consult with the appropriate supervisor if a transport is needed.
- Supervisors will determine if transportation needs are appropriate.
- CLS or other appropriate staff identified by the supervisor will provide transportation.
- If the individual or their families are in need of funds to pay for gas, they will be provided with a gas card.
- If individual is not safe to drive, the supervisor and staff will discuss the option of using the Sheriff department's contract.

Transportation after regular business hours:

- On-call staff are covered by the Agency's automobile liability insurance when providing transportation in Agency vehicles during the performance of their duties.
- Staff will consult with the on-call supervisor if transport is needed.
- If determined that transport is appropriate, on-call staff will contact staff on the after-hours transportation list to coordinate the transportation.
- If a transporter is not available, then on-call staff and/or supervisor will cover the transportation.
- If the individual or their families are in need of funds to pay for gas, they will be provided with a gas card.

- If the individual is not safe to drive, the supervisor and staff will discuss the option of using the Sheriff department's transportation contract.
- There will be a locked box kept at Deckerville, McKenzie, and Marlette Hospitals so that extra on-call materials and gas cards can be stored and accessible to staff.

V. **ATTACHMENTS**
None

VI. **REFERENCES**
None