

SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER
POLICY AND PROCEDURE MANUAL

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Policy 404 – Center Van Replacement/Insurance Coverage

I. POLICY

It is the policy of Southern Highlands Community Mental Health Center to operate safe, efficient vehicles to assure consumer and staff safety and maximize consumer access to services. Vehicles will be replaced based on age, mechanical condition, mileage and service reliability contingent upon availability of Center funds. Replacement of vehicles will also be determined based on service utilization management approval of services.

II. PROCEDURES

A. Vehicle Replacement

1. On an annual basis if needed, the Center's Transportation Director will apply for Department of Transportation, Division of Public Transit Section 5310 funds to expand or replace Center vans. This application may not take place after this agency has been funded for three (3) consecutive years, as regulations require one (1) year hiatus in this circumstance.
2. The Transportation Director will complete an annual fleet assessment with recommendation to the Chief Executive Officer for vehicle replacement or fleet expansion.
3. Vehicle replacement criteria will consist of the following:
 - a. Vehicle mileage
 - b. Vehicle service record/reliability
 - c. Vehicle age
 - d. Overall condition of the vehicle, i.e., exterior rust, interior, engine/drive train reliability
 - e. Availability of Center funds
 - f. Program requirements
4. As a matter of policy and based on the criteria established above, in addition to Division of Public Transit Section 5310 vehicle acquisition, the Management Team will evaluate the purchase of one new van annually to replace the least reliable vehicle in the Center fleet.

B. Insurance Coverage

1. Insurance will be carried on all Center vehicles according to State of WV regulations.
2. At the time of the annual fleet assessment, the amount and levels of coverage on all vehicles will be reevaluated for determination of adequate coverage and cost effectiveness.
3. Without exception, vehicles less than six (6) years old and under 100,000 miles will carry full insurance coverage including collision. The Chief Executive Officer must give written consent to reduce levels of insurance on any Center vehicle.