

SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER

POLICY AND PROCEDURE MANUAL

Date of Issue: 3/28/80

Section Number 409

Date Revised: 9/8/05

Policy 409 – Procedures for Usage of Center Vehicles

- A. The primary purpose for use of Center vehicles is to provide transportation to our consumers as needed on a daily basis.
1. Transport consumers from Southern Highlands residential homes to the Center.
 2. Transport Southern Highlands consumers who reside in the community and attend DAP at Princeton, Welch and Mullens Clinics.
 3. Transport consumers to sanctioned daily activities located in the community.
 4. Transport consumer to and from appointments with physicians.
 5. Transport Legends residents to physician appointments and scheduled activities.
 6. Keys to each van will be kept in a designated area in the facility which it serves, i.e., Kee Street, Washington Street, Shenandoah Avenue, Crisis Respite Unit, Legends, DAP in Princeton, Welch and Mullens. A duplicate key for each van will be kept in a key box located in the main Center in Princeton.