

 <p style="text-align: center;"><b>County of Sacramento</b>  <b>Department of Health and Human Services</b>  <b>Division of Behavioral Health Services</b>  <b>Policy and Procedure</b></p>	Policy Issuer (Unit/Program)	Mental Health Services
	Policy Number	02-10
	Effective Date	7-12-17
	Revision Date	
Title: Leased Vehicles		Functional Area: Contract Administration
Approved By: <i>Signed version available upon request</i>		
Melissa Jacobs, LCSW Division Manager, Mental Health Services		Kelli Weaver, LCSW Division Manager, Mental Health Services

**Background/Context:**

Sacramento County Behavioral Health Services (BHS) will lease County vehicles to contracted providers as part of an expenditure agreement.

**Purpose:**

To establish a policy and guidelines in the assignment and lease of County owned vehicles.

**General Policy:**

1. County vehicles/equipment shall only be used for official County business.
2. County vehicles/equipment operated for County business shall be operated in accordance with all safety and legal requirements of the County, State and any other jurisdiction in which they are operated.
3. County vehicles may be leased to contracted provider upon proper authorization from the Board of Supervisors.

**BHS responsibilities:**

1. Arrange for purchase of sufficient and appropriate vehicles for official County use upon proper authorization from the Board of Supervisors.
2. Be responsible for procuring, maintaining and disposing of vehicles leased by contracted providers, in partnership with General Services.
3. Review each request for lease of a County vehicle to a contracted provider.
4. Maintain a list of current lease assignments including the type of vehicle, name of the agency to whom the vehicle is assigned, and justification for the lease assignment.
5. Ensure vehicle evaluation in collaboration with General Services, determine the most economical replacement dates, and determine when vehicles are surplus to the needs of the County.
6. Ensure maintenance of County vehicles is provided in collaboration with General Services, in a manner which will best serve the interests of the County. The County will assume the cost of keeping leased vehicle(s) in good running order, making repairs and replacing all vehicle components necessary due to normal wear and operation.

Repairs necessary due to improper maintenance, negligence, carelessness or abuse may be charged to the contracted agency to which the vehicle(s) is assigned.

7. Will notify contractor within ninety (90) calendar days of the expiration date (based on the term of the contract) for existing lease agreement. If lease is not renewed, the vehicle(s) must be returned to the County by the expiration date.

Contractor responsibilities:

1. Assume all risk of loss for use of the vehicle(s) in accordance with Exhibit B of contractor's current agreement with the County.
2. Procure and maintain at its own expense, liability and casualty insurance coverage for the vehicle(s) within policy limits. Such policies shall provide for County to be a named insured and to be notified of change or cancellation and that all insurance proceeds shall be payable to the County. Contractor shall not use vehicle(s) unless and until the County is provided with certificates of insurance to the County's satisfaction evidencing appropriate coverage.
3. Limit use of the vehicles to providing official mental health services in accordance with Exhibit A of the Contractor's current Agreement. Only contractor's designated personnel or County employees shall be allowed to operate the vehicles. No personal use of leased vehicles by contractor is allowed. Leased vehicle(s) shall not be used to transport any passengers other than authorized employees on official County business or persons directly involved in official County business (e.g., clients).
4. Limit use of the vehicles to employees with a valid California driver's license.
5. Ensure all contracted personnel designated to drive the leased vehicle attend a defensive driving class.
6. Shall maintain a current driver's mileage log for all employees utilizing leased vehicles. Driver's mileage log shall include date, time and name of driver.
7. Store the vehicles in a secure setting in accordance with Exhibit A of contractor's current agreement with the County, when not in use for mental health services.
8. Perform advance and annual driving record screenings of all drivers. No driver with a ticket for reckless driving, driving under the influence, or record of 2 or more points shall be permitted to operate the vehicle(s).
9. Prohibit employees from operating a County vehicle with any measurable amount of alcohol or illegal substance(s) in the employee's blood stream. Violation of this policy is grounds for disciplinary action as deemed appropriate.
10. Do not paint or otherwise modify the vehicles in any way without the advance written consent of the County. The County may inspect the vehicles at any time upon 24 hour notice to contractor.
11. Do not allow smoking in the vehicle(s). This includes electronic smoking devices or paraphernalia.
12. Do not allow consumption of food or drink in the vehicle(s). Contractor shall maintain general cleanliness of the interior and exterior of the vehicles.
13. Obey Federal, State or local traffic laws and ordinances at all times. Ensure all drivers and passengers are provided with and are utilizing seat belts. Traffic and parking citations issued to an employee while using a County vehicle are the sole

responsibility of the employee involved. If the employee cannot be identified, then the appointing authority of the contractor shall be responsible.

14. Report all mechanical defects to the County immediately. The driver of a leased vehicle used on County business must be satisfied that the vehicle is in good operating condition before embarking on a trip. The following items are to be checked by the driver prior to the use of any leased vehicles: brakes, lights, fuel, horn, rear view mirrors, steering, tires and windshield wipers.
15. Bring the vehicles to County maintenance facilities as referenced in the Vehicle Service Schedule (Attachment A) for repair, maintenance or inspections. Costs of repairing damage to County vehicles resulting from negligence, abuse or willful misconduct by the employee having custody of the vehicle will be recoverable from the contractor.
16. In the event that any leased vehicle is involved in an accident or other incident contractor shall notify the County Contract Monitor by completing Contractors Report of Accident within 24 hours of the accident. If there is damage to the vehicle, other property damage, or injury to any party, the contractor is responsible to file a claim with their insurance carrier and have the vehicle repaired. Completion of vehicle repair, including all invoices shall be filed with the County within 30 days of repair.
17. Do not install any article of personal property in or on the vehicle without prior approval of the County. Do not "personalize" a County vehicle, either by maintaining an excessive amount of personal belongings in the vehicle or by modifying the cosmetics or mechanical systems of the vehicle in any way.
18. Prohibit employees from removing County vehicle decals, seals, or any vehicle identification.
19. Only use appropriate fuel in leased vehicles. Contractor will assume the cost of gasoline.

**Reference(s)/Attachments:** Attachment A (Vehicle Service Schedule)

**Related Policies:** N/A

**Distribution:**

Enter X	DL Name	Enter X	DL Name
X	Mental Health Staff	X	Contract Provider (if applicable)
X	Publish to Internet	X	Publish to Intranet

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Department of Health and Human Services  
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**Attachment A: Vehicle Service Schedule**

For County leased vehicles, contractor must advise their drivers to contact the County Fleet Services Downtown Garage at (916) 874-6948 or Branch Center at (916) 875-5608 and make an appointment for routine service of any County vehicle. Fleet Services will calendar an appointment for you as soon as possible, based on the workload and appointment schedule of the shop. Appointments must be dropped off by 10 A.M. of their scheduled day and will be completed before the close of business that same day, barring complications.

1. What to check every 3,000 miles or three months:
  - tire pressure and condition
  - lights
  - windshield washer fluid
  - air filter (engine)
  - oil and oil filter
  
2. What to check every 6,000 miles or six months (in addition to all of the above):
  - belts
  - chassis lubrication
  - hoses
  - wiper blades
  
3. What to check every 12,000 miles or 12 months (in addition to all of the above):
  - antifreeze
  - steering and suspension
  - exhaust
  - battery and cables
  - power steering fluid
  - air filter (cabin)
  
4. What to check every 24,000 miles or 2 years (in addition to all of the above):
  - automatic transmission fluid
  - fuel filter
  - spark plugs