

## **TRANSPORTATION**

### **PURPOSE**

To meet its contractual obligations, DBH is required to provide transportation services to eligible Medicaid clients to and from medically necessary mental health related treatment appointments.

### **POLICY**

Davis Behavioral Health will make provisions to provide transportation to Medicaid eligible consumers receiving mental health services directly or by referral from DBH when they have no resources or third party means for transportation. Further, DBH may transport non-Medicaid clients for programmatic reasons. The following procedures apply to all DBH employees when transporting clients in a DBH vehicle or in their own vehicle.

### **PROCEDURE**

1. DBH Driver Requirements:
  - a. All drivers must wear their seatbelts.
  - b. Drivers will not have used alcohol for at least 12 hours prior to transporting passengers or operating a DBH vehicle.
  - c. Drivers will not operate company vehicles when taking medications that will impair their ability to drive.
  - d. Drivers will not be permitted to smoke or use tobacco products in any company vehicle.
  - e. Drivers shall have a valid driver's license with a safe driving record that will allow DBH purchased insurance to cover them in the course of their employment.
  - f. Drivers shall treat all passengers with dignity and respect. They will be courteous and follow driving rules and safe practices.
  - g. No texting or use of cell phones while driving, including 'hands free' devices.
  - h. All drivers must pass a BCI and meet all requirements listed in DBH 'Vehicle Operations' Policy.
  - i. Drivers will fill in the forms showing the usage of vehicles as needed by the Transportation Office each time they use a vehicle.
  - j. The Transportation Coordinator will ensure that all drivers have met all the requirements to drive a DBH vehicle listed in the 'Vehicle Operations' Policy.
2. Passenger Requirements:
  - a. Consumer Transportation will only be provided for medically necessary purposes or for supported employment. Determination for what meets medical necessity, programmatic or supported employment needs will be determined by program directors.
  - b. Passengers will be respectful and courteous to the driver and other passengers
  - c. Passengers will meet scheduling requirements by;
    1. Scheduling 24 hours in advance or when requested by a clinical provider
    2. Being ready at the appointed time and place
    3. Giving advance notice when canceling

- d. DBH is not liable for any personal property transported or left in vehicles.
- e. All passengers will wear seatbelts.

Non-compliance of this policy or any rules could result in losing transportation privileges.

3. Transportation of Children:

- a. Children under 13 years of age will not be transported without a guardian or other authorized adult in attendance
- b. Small children will only be transported in appropriately sized and correctly installed and adjusted restraint devices.
- c. Children ages 12 or younger may not sit in front passenger seat.

4. Education:

Drivers shall successfully meet the required Driver Qualifications and safety training as outlined in the Vehicle Operations Policy before using DBH vehicles.

5. Scheduling Vehicles:

The scheduling and allocation of vehicles should be done by the campus coordinator or online where available. Vehicles shall be allocated first to provide services for clients of DBH, and second to act in the financial and other interests of DBH.

6. Record Keeping:

- a. The Transportation Office shall keep records of all transportation using DBH owned or leased vehicles including;
  - 1. Driver
  - 2. Passengers
  - 3. Dates & Times
  - 4. Program
  - 5. Mileage
  - 6. Purpose
- b. The Transportation Office shall submit utilization reports to DBH management when requested.

7. Maintenance:

The Transportation Coordinator will assure that DBH vehicles are maintained to recommended manufacturer's standards to ensure longevity of use and safe operations.