



**DIVISION OF PUBLIC AND BEHAVIORAL HEALTH  
CLINICAL SERVICES**

**Control #**      **Rev. Date:**      **Title:**      **Effective Date:** 03/16/2018  
A 7.0      New      Travel Safety: Motor Pool, Agency Owned and Private Vehicles      **Next Review Date:** 03/01/2020

**1.0 POLICY:**

The Division of Public and Behavioral Health (DPBH) Clinical Services Branch encourages the use of safety precautions for personnel that are engaged in automobile travel on state business.

**2.0 PURPOSE:**

To provide guidelines and safety tips for personnel traveling in an automobile on state business and to provide the highest possible level of safety and security.

**3.0 SCOPE:** Clinical Services Branch

**4.0 DEFINITIONS:**

4.1 Personnel: All Clinical Services Branch employees and contracted staff.

**5.0 REFERENCES:**

- 5.1 Consumer Reports: What to Do in a Roadside Emergency, Safety should be your main concern. November 25, 2017.
- 5.2 Automotive Fleet Magazine, August 2013: What to do and not do after a Highway Breakdown.

**6.0 PROCEDURE:**

- 6.1 Before you leave:
  - 6.1.1 Plan and know your route
  - 6.1.2 Leave your itinerary with a trusted colleague or family member
  - 6.1.3 Make sure you have a method to communicate in an emergency; this can include a personal or state issued cell phone (with charger), a state issued satellite phone.
  - 6.1.4 Make sure you know how to operate your communication device and have contact emergency phone numbers.
  - 6.1.5 Carry a small flashlight with you.
  - 6.1.6 Know your vehicle:



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- 6.1.6.1 Before starting a trip or accepting a Motor Pool, State Agency, Rental car, or Private Vehicle walk around the vehicle and note any damage on the paper work, if possible take pictures.
- 6.1.6.2 Visibly check the tires to be sure they are well inflated and do not have uneven wear.
- 6.1.6.3 Check the odometer, a rental car with more than 25, 000 miles is considered a senior car.
- 6.1.6.4 Open the trunk and check for a properly inflated spared, verify that there is a jack, lug wrench and emergency reflectors.
- 6.1.6.5 Open the hood and check fluid levels if you know how, otherwise to a quick visual check.
- 6.1.6.6 Turn the car on let it warm up while you check the gas gauge and look for warning lights that might alert you to a problem.
- 6.1.6.7 Become familiar with the vehicle controls and signals before you leave the lot.
- 6.1.6.8 If you want music, figure out the radio before you leave the lot
- 6.1.6.9 Adjust the seat and mirrors, check window controls, windshield wipers, turn signals and lights.
- 6.2 Take the car for a quick spin around the lot turning, braking, and listening.
  - 6.2.1 If you have concerns – DO NOT accept the car.
- 6.3 Before you leave, ask the representative who you should call in an emergency or if the car breaks down, make sure the phone numbers are on the rental agreement or in your phone.
- 6.4 Be sure you have the after-hours emergency contacts as well.
- 6.5 If your vehicle breaks down:
  - 6.5.1 Get off the road – pull your car as far off the road as possible.
  - 6.5.2 Call for help if you have a method of communication.
    - 6.5.1 If your vehicle is near traffic and you can **safely** walk to another location – do it!
  - 6.5.3 Lock the vehicle and leave a note and phone number on the windshield in case roadside assistance or the police find the car.
- 6.6** If your vehicle is not near traffic or a populated area – **do not leave the vehicle.**
  - 6.6.1 Make sure your vehicle is as visible as possible:
    - 6.6.1.1 Display a distress signal (an emergency reflector if you have one)
    - 6.6.1.2 Raise the hood and tie a white cloth on it if you have one.



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- 6.6.1.3 Turn on the hazard lights
- 6.6.2 If your vehicle is in a safe location, stay in the vehicle.
  - 6.6.2.1 Keep the doors locked
  - 6.6.2.2 Keep safety belts fastened.
- 6.7 Exercise caution:
  - 6.7.1 Use judgement in accepting help from strangers,
  - 6.7.2 If someone suspicious stops, lower the window enough to talk, thank them and ask them to make a call for you.

**7.0 ATTACHMENTS:**

**8.0 IMPLEMENTATION OF POLICY:**

Each Division agency shall implement this policy and may develop specific written protocols and procedures as necessary to do so effectively.

EFFECTIVE DATE: 03/16/2018

DATE APPROVED BY DPBH ADMINISTRATOR: 03/16/2018

DATE APPROVED BY THE COMMISSION ON BEHAVIORAL HEALTH: 03/16/2018