

DEPARTMENT OF MENTAL HEALTH

POLICY / PROCEDURE



SUBJECT: TRANSPORTATION OF CONSUMERS AND THEIR FAMILY MEMBERS	POLICY NO. 202.22	EFFECTIVE DATE 02/01/01	PAGE 1 of 3
APPROVED BY: Original Signed by: MARVIN J. SOUTHARD Director	SUPERSEDES 102.22	ORIGINAL ISSUE DATE	DISTRIBUTION LEVEL(S)

PURPOSE:

- 1.1 To provide Department of Mental Health (DMH) policy and procedure regarding the transportation of consumers and their family members.
- 1.2 To ensure that transportation of consumers and any of their family members involves as little risk as possible to all individuals.

POLICY:

- 2.1 Under certain circumstances DMH employees may transport consumers and/or their family members in assisting them to access needed benefits, resources, community agencies, mental health programs, etc. This service is provided in County-business related situations which further the consumer's progress toward achieving Service Plan goals. This policy sets for the conditions and procedures which must be fulfilled in providing transportation.
- 2.2 This policy applies only to consumers on voluntary status who want such transportation and only to DMH employees who are willing to provide transportation within the conditions specified in this policy.
- 3.1 An employee may transport a consumer/family when:
 - 3.1.1 The employee is an approved County mileage permittee (applicable only when using a private vehicle).
 - 3.1.2 The transportation of the consumer/family is required for effective service delivery and is County-business related.
 - 3.1.3 It has been determined that no other reasonable means of transportation is available to meet the particular transportation need, including, but not limited to, the use of relatives and friends of the consumer, public transportation, including taxi, and transportation provided by other public agencies such as Los Angeles City's "Dial-a-Ride".
 - 3.1.4 When a County vehicle is not reasonably available, an employee may use his/her private vehicle. A County vehicle is considered reasonably available, in non-emergent circumstances, if it can be obtained no less than ten (10) minutes before the need to transport.
- 3.2 The transportation of the consumer must be direct from point of origin to destination, without any unrelated stops.
- 3.3 Transportation of the consumer must be consistent with provisions of the

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Department's "Illness and Injury Prevention Program" Manual.

- 3.4 Whenever a consumer is being transported, the requirements of California Vehicle Code on passenger seat restraints, including child seat restraints when applicable, shall be met.
- 3.5 Managers at the level of District Chief or higher may set additional requirements and prohibitions for employees in their programs beyond those established by this policy as their needs require. This includes establishing requirements that a second employee accompany the employee/driver and consumer.
- 4.1 No employee shall transport an individual who:
 - 4.1.1 Is subject to involuntary treatment or custody under Welfare and Institutions Code, Sections 5150 or 5250; or
 - 4.1.2 Is subject to a Conservatorship or Guardianship, unless accompanied by the Conservator or Guardian, or there is written authority to transport from the Conservator or Guardian; or
 - 4.1.3 Is a ward of dependant child of Juvenile Court unless written authority has been obtained from the Probation Officer, Children's Services Worker or the Court, as applicable; or
 - 4.1.4 Is under the influence of alcohol or an illegal substance.
- 4.2 Motorcycles and scooters may never be used to transport a mental health consumer/family member(s).

PROCEDURE:

- 5.1 The procedures below are to be followed whenever DMH employees are considering, planning and/or providing transportation for consumers/family members.
 - 5.1.1 Employees are to determine whether transporting the consumer/family is required for effective service delivery.
 - 5.1.2 Employee are to determine whether the transportation need can reasonably be met by other means, i.e., relatives, caretaker, friends, taxi, public transportation. If so, other means are to be used.
 - 5.1.3 Employees are to determine whether they know the consumer and his/her history well enough to be certain of the consumer's cooperation during transport.

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- 5.1.4 Employees are to discuss with the consumer/family the possibility of providing transportation for them, including the requirement for the use of proper safety precautions (seat belts) and determine whether this would be acceptable to them.
- 5.1.5 Employees are to determine whether a County vehicle is reasonably available. A County vehicle is considered reasonably available, in non-emergent circumstances, if it can be used no less than ten (10) minutes before the need to transport. If so, the County vehicle is to be used. If not, employees who are mileage permittees may provide transportation in their private vehicles.
- 5.1.6 Whenever employees are uncertain that transporting a consumer/family in a specific instance is safe and/or appropriate they are to consult their supervisor **prior to providing transportation.**
- 5.1.7 During transport, employees are to ensure that proper safety precautions are followed, i.e., the use of seat belts.**
- 5.1.8 Employees are to document their transportation of consumers/families, including the rationales for transporting them and consultation with their supervisor, when applicable, in the consumer's chart.

AUTHORITY: Department of Mental Health Policy

REVIEW DATE: This policy shall be reviewed on or before February 1, 2006.