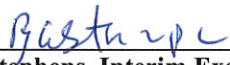




**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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Policy # 3906	Vehicle Management Compliance
Origination Date: March 2004	
Revision Date: May 30, 2007; May 14, 2008; April 10, 2009, April 17, 2013	
Reviewed Date: June 2005; March 8 2006; May 25, 2010; May 2011, June 7, 2012; October 15, 2014, June 14, 2016	
Approved: 	
Bryan G. Stephens, Interim Executive Director	

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board that the CSB will maintain compliance with all applicable federal, state, county and city requirements regarding vehicle management.

PROCEDURE:

1. All vehicles used in the performance of coordinated transportation contracts will be inspected annually by the Department of Human Services to ensure compliance. DHS will monitor all vehicles annually through desk reviews, site visits, physical inspections or through a combination of all methods.
2. All vehicles will be properly identified and licensed prior to being placed in service. All DHS and non-DHS vehicles will display the appropriate State/Agency seals, assigned state vehicle numbers and government license plates as directed by DHS.
3. Appropriate documentation of insurance will be maintained in all vehicles. Insurance coverage for all DHS and non-DHS operated vehicles includes a Blanket Automobile Comprehensive Liability Policy provided by the Department of Administrative Services' (DOAS), Self-Insured Program.