

Doyle, Dan

From: Doyle, Dan
Sent: Monday, July 25, 2016 11:20 AM
To:
Cc:
Subject: Vehicle Logs
Attachments: Proposed Log Format 1607250.xlsx; Proposed Backside Format 1607220.xlsx; Proposed Log Format 1607210.xlsx

Worked further on the layout of a vehicle log. The first attached file displays the proposed front side of a log. I added a column to post the number of elderly clients. I redid the Purpose Codes to incorporate suggestions from Eric. Eric suggested numeric codes but I'd rather stay with alpha codes. All codes can thereby be one character.

I propose three codes for medical matters:

- G Scheduled medical appointment
- H Scheduled hospital/therapy appt.
- I Emergency/urgent care

The first two will apply to scheduled trips; the third, unexpected ones. Will be important to size up the number of emergency/urgent care trips that take place.

Have code M for Miscellaneous to give the driver a default for that unusual/not defined trip. Should be used only rarely.

Have a code T, trip to/from Maintenance, and code V, vehicle at maintenance. Code V will avoid an overstatement of "idle time." It will also measure the extent to which the fleet is effectively fewer vehicles.

The second attached file is the proposed back side of the vehicle log with guidelines for the drivers. I realize the tendency will be to copy only the front side of the log when another blank is needed. We should ask the managers to keep the back side in circulation. Would it help to have a version in Spanish?

Additional guidelines to add?

The third attached file is the version of a vehicle log I circulated last week for comparison.

Better to ask for comments from a few of the Residence Managers or simply to roll out the new format?

Best regards,

Dan

Agency Vehicle Log

DRAFT, 25 July

Month/Year

Vehicle/Plate #

- Beginning mileage must equal ending mileage from previous trip.
- Use AM/PM notation when posting starting and ending times.

Date	Starting Time	Ending Time	Driver Initials	Beginning Mileage	Ending Mileage	Miles Driven	Gas Level	#			Elderly Clients	Purpose Code	Destination
								On	Off	Wheel-chairs			
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
Total miles driven													

Note to Driver: Discrepancies, maintenance, maintenance and safety issues must be reported to Residence Manager or Assistant Manager immediately.

Reviewing Manager: Please circle yes or no to questions below. If "no," explain discrepancy.

- | | | | |
|---|--|-----|----|
| 1 | Is ending mileage from previous page carried over to beginning mileage on current page? | YES | NO |
| 2 | Was ending miles from previous month carried over to beginning mileage of current month? | YES | NO |

Purpose Codes

- A Delivery to Day Program
- B Pick Up from Day Program
- C Employment Training
- D Gas Fill-up
- E Groceries/Supplies
- F Shopping/Personal
- G Scheduled medical appointment
- H Scheduled hospital/therapy appt.
- I Emergency/urgent care
- J Social Nutrition
- K Recreation/Community Outreach
- L Staff Transport
- M Miscellaneous/Other Purpose
- N Overnight Trip
- T Trip to/from maintenance
- V Vehicle at maintenance

Reviewing Manager's Signature _____
Date

Agency Vehicle Log Driver Instructions

DRAFT

The Agency is asking you to use a new format for a vehicle log so that it can more fully understand the purposes for which vehicles are used and the times they are in use.

When posting information to a vehicle log, please adhere to the following guidelines.

- Write neatly.
- Use AM/PM notation when posting starting and ending times. OK to write "8:00 A:" for "8:00 AM" or "2:00 P" for "2:00 PM."
- OK to write only the last four digits when posting mileage. For example, "4245" instead of "124,245". Or write all the digits, if you prefer.
- Write in the Miles Driven by subtracting the beginning mileage for a trip from the ending mileage.
- Use the Purpose Codes that we are introducing to define the reason for the trip. OK to write in the destination at first so long as you subsequently post the appropriate Purpose Code later on. The Purpose Codes should describe most trips. OK to use Code M for Miscellaneous for an unusual trip but post some description in the Destination column.
- Most round trips should be defined as "one trip." Examples: trips for groceries/supplies, trips for gasoline and trips for shopping/personal. Similarly, if a trip consists of your taking a client to a location, such as a medical office, waiting for a short period and bringing the client back to the starting point, that should be posted as "one trip."
If you take a client to an appointment, and it is known ahead of time that the client will be there for some time, that should be defined as two trips--one to bring the client to the location and a second to bring the client back.
The cut off should be one hour. If the wait time is one hour or less, post it as one trip. If the wait time is more than one hour, post the driving as two trips.
- Some trips may have multiple purposes. Place a client in the vehicle and get a gas fill up. Then take the client to an appointment. Post that sequence as two trips.

Thank you for your cooperation.