



## ADMINISTRATIVE PROCEDURE

<b>SUBJECT:</b> <b>ASSIGNMENT OF DISTRICT VEHICLES, MAINTENANCE, MILEAGE REIMBURSEMENT</b>	<b>Number</b> <b><u>I-7</u></b>	<b><u>Effective Date:</u></b> <b>Issued: <u>1/28/88</u></b> <b>Revised: <u>9/19/00</u></b> <b>Revised: <u>12/7/00</u></b>	<b>Page 1 of 4</b>
---	------------------------------------	--	--------------------

### **PURPOSE:**

To ensure that all vehicles owned or operated by the District are utilized in the most efficient, economical, and practical manner.

### **POLICY:**

All District vehicles and equipment shall be used exclusively for the conduct and/or execution of District business and operated by District employees. Personal use of District vehicles is not allowed other than as provided under this Administrative Procedure. Every effort shall be made to obtain maximum use of District vehicles through pooling or sharing vehicles.

#### 1. Assignment of Vehicles

- a) District vehicles/equipment shall be assigned for use during normal working hours only to employees whose positions or duties require the use of vehicles/equipment.
- b) District vehicles may be regularly assigned for use other than during normal working hours only to the following categories of employees with authorization from the General Manager and/or an Assistant General Manager:

2. Department Directors, Superintendents and Supervisors who frequently need to use District vehicles outside normal working hours to perform work assignments.

3. Employees whose duties involve emergency work and who are regularly subject to call-outs.

4. Employees whose duties require that they begin or end the workday at locations other than their permanent reporting locations.

## 2. Assignment Procedures

- a) Assignment or allocation of District vehicles, including sedans, pickups, vans, trucks and heavy equipment, to each Department, shall be subject to the express authorization of the General Manager and/or an Assistant General Manager. In addition, authorization for use of vehicles for home-to-work transportation on a regular basis shall be the sole authority of the General Manager and/or an Assistant General Manager.
- b) Department Heads and managers shall assign the vehicles and equipment to work groups or individuals as necessary to perform the daily work.
- c) Each superintendent and supervisor shall be responsible for ascertaining that vehicles and equipment are properly maintained and ensuring that drivers are properly trained and qualified, wear seat belts, possess a current California driver's license, and comply with safe driving standards and motor vehicle regulations.
- d) Vehicles may be designated for a specific position. The vehicle is assigned to the employee who is in the position. If the position is eliminated, the vehicle is turned in to the Finance Department for reassignment.
- e) All vehicles being replaced shall be removed from the vehicle inventory and sent to auction unless waived by the General Manager.
- f) A list of personnel to which vehicles are permanently assigned shall be maintained by each Department Head, and updated as changes occur. At the beginning of each calendar year, the vehicle assignments shall be reviewed to insure that usage of each vehicle is essential and that assignment criterion as set forth herein is satisfied.

## 3. Request for Special Equipment

Requests for the installation, modification, and transfer of radio equipment or other equipment shall be approved by the Department Head and purchases, as appropriate, shall be processed through the Purchasing Officer.

## 4. Authorized Uses

- a) **Authorization:** Use of District vehicles for home-to-work transportation in connection with non-recurring, exceptional work circumstances shall be the authority of the immediate supervisor provided that the authorization for more than two consecutive days is reported in writing to the General Manager and/or Assistant General Manager.
- b) **Passengers:** Passengers shall be allowed in District vehicles only for the purpose of conducting District business.
- c) **Limited Use by Non-District Employees:** Vehicles may be operated by non-District employees in the case of authorized vehicle maintenance, parking or delivery.

- d) **Use by District Consultant:** A consultant assigned to District on a full-time basis and regularly working at a District work location may use a District vehicle with approval of the Department Head.
- e) **Use for Lunch:** Personnel who drive a District vehicle may use the vehicle to drive it to lunch when no other transportation is available. Taking a District vehicle to lunch, when car-pooling with other District employees is available, is not allowed. Travel to and from an eating establishment for lunch is included in the allotted time for lunch. It is noted that personnel who have a 30-minute lunch period, may not be able to travel to and from an eating establishment and consume a meal in 30 minutes and thus will need to make other lunch arrangements.
- f) **Use to go to District Sponsored Health Club:** Personnel who are provided with a District vehicle can drive to a District-sponsored health club if such visit is made during their lunch period or on the way to work or on the way home after work as long as the additional mileage is minimal and, in the case of the lunch period, the visit can be accomplished within the allotted lunch period. No other stop for personal reasons (e.g., the post office, grocery store, hardware store, to visit a friend, etc.) is authorized, even if such stop is located along the way to or from work.
- g) **Use by Stand-by Crew Leader:** Stand-by Crew Leader Trucks are to be used for District business and are not intended to be used for routine personal business. In addition to the use set out in subsections “e” and “f” above, the Stand-by Crew Leader may use the Stand-by Truck on his/her way to or from work to perform minor errands as long as the additional mileage is minimal. During after-hours and while a Stand-by Crew Leader is on-call, he/she may use the Stand-by Crew Truck to perform minor errands when he/she has no other means of transportation and as long as the additional mileage is minimal.

## 5. Parking of District Vehicles

- a) All District vehicles and equipment shall be parked at the end of the work shift in assigned parking areas on District property with all windows closed, keys removed, and doors locked.
- b) Employees authorized to use District vehicles after regular working hours shall park such vehicles at their residence with all windows closed, keys removed, equipment secured and appropriately concealed, security alarm set (when truck is equipped with an alarm), and doors locked.

## 6. Fueling District Vehicles/Notification of Maintenance Requirements

- a) Employees regularly using District vehicles are issued computerized fuel control system cards to be used when operating fuel pumps. District Vehicles with less than one-half tank of fuel at the end of the work shift should be refueled at the end of the work shift.
- b) Employees who find that District vehicles and/or equipment need maintenance are required to submit a maintenance repair form identifying the required maintenance to their immediate supervisor at the end of the work shift.

#### 7. Reimbursement for Use of Personal Vehicle

Employees required to use their personal vehicle to conduct District business, shall be reimbursed at the current IRS Business Travel Reimbursement Rate.

APPROVED:



---

Walter J. Bishop  
General Manager