

POLICY TITLE: Vehicle Usage (proposal by Michael Hanson)
POLICY NUMBER: 2049

- 2049.1. The district shall make every attempt to coordinate work so the District vehicles are available and operational for the performance of District work.
- 2049.2. All employees whose job responsibilities require the ability to drive a motor vehicle, shall maintain an acceptable driving record throughout the duration of their employment with the district. An acceptable driving record shall be defined as a driving record with five (5) or fewer points assigned by the Department of Motor Vehicles. The District does participate in the California DMV Record Pull Program to verify each employee's current driving record.
- 2049.3. Any employee whose job responsibilities require the ability to drive a motor vehicle and does not maintain both a valid appropriate driver's license and an acceptable driving record may be subject to disciplinary action up to and including suspension, demotion, transfer, or termination. Factors involved in determining such a disciplinary action shall include the employee's length of service with the district, the employee's past performance reviews, and the district's ability to modify the employee's work setting or driving responsibilities.
- 2049.4. When an employee experiences any change on their Driver's License, they must submit a new copy of the Driver's License to the District Office Manager prior to the end of the next pay period.
- 2049.5. Employees may be authorized by the District Administrator to use their personal vehicles in the performance of District work.
- 2049.6. When using their own vehicle, the employee shall provide proof of adequate insurance coverage based upon California's requirements. Any change in the insurance coverage must be reported to the District Office Manager prior to the end of the next pay period.
- 2049.7. When using their own vehicle, employees shall be reimbursed for the cost of said use based on total miles driven using the rate specified in the Internal Revenue Service Guidelines and any related parking fees paid. This information shall be submitted to the District Office Manager in a monthly log identifying dates, miles driven, fees paid, and tasks accomplished.