

VEHICLE USE POLICY

Adopted: [DATE]

Reviewed: [DATE]

Resolution No. [NUMBER]

1. PURPOSE

The purpose of this policy is to establish requirements and procedures for the safe operation of District-owned and personally owned vehicles used for official **[District Name]** business.

This policy applies to all employees, elected officials, volunteers, interns, and authorized individuals who operate a vehicle on behalf of the **[District Name]**.

SECTION I – DRIVER QUALIFICATIONS & SAFETY PROTOCOLS

1.1 Driver Eligibility

Any person operating a vehicle on behalf of the **[District Name]** must:

1. Must have express written authorization to operate a vehicle on behalf of the District included in the employee's job description. No implied operation shall be interpreted to job descriptions that are silent to authorization on vehicle operation.
2. Possess a valid driver's license appropriate for the vehicle being operated.
3. Maintain an acceptable driving record.
4. Immediately report any suspension, revocation, expiration, restriction, or change in driving status to their supervisor.
5. Remain insurable under the **[District Name]** 's insurance requirements.
6. Meet any additional licensing or certification requirements required for specialized vehicles or equipment.

District-Specific Information to Add:

- *Whether the District participates in the DMV Employer Pull Notice (EPN) Program.*
- *Any District-specific driving record standards.*
- *Any CDL or apparatus-specific requirements.*

1.2 Safe Driving Requirements

Drivers shall:

- Comply with all federal, state, and local traffic laws.
- Wear seat belts at all times.
- Ensure all passengers wear seat belts.
- Operate vehicles in a safe and prudent manner.
- Follow all laws regarding cellphone and electronic device use while driving.
- Not text, email, or use handheld devices while operating a vehicle.
- Never operate a vehicle while under the influence of alcohol, illegal drugs, or medications that impair driving ability.
- Refrain from driving when fatigued or medically unfit.

District-Specific Information to Add:

- *Whether hands-free devices are permitted.*
- *Defensive driving training requirements.*
- *Annual driver training requirements.*

1.3 Vehicle Condition

Drivers shall:

- Conduct a basic safety inspection before operating a vehicle.
- Report mechanical defects immediately.
- Remove unsafe vehicles from service until repaired.
- Keep vehicles reasonably clean and secure.

District-Specific Information to Add:

- Vehicle inspection checklist requirements.
- Documentation procedures.
- Fleet maintenance contact information.

SECTION II – USE OF DISTRICT VEHICLES

2.1 Business Use Only

[District Name] vehicles shall be used solely for official District business unless otherwise authorized in writing by the:

[General Manager / Fire Chief / Executive Director / Board of Directors]

Unauthorized passengers are prohibited unless approved for [District Name] business purposes.

District-Specific Information to Add:

- *Whether take-home vehicles are allowed.*
- *Any authorized personal use exceptions.*
- *Vehicle assignment procedures.*

SECTION III – USE OF PERSONAL VEHICLES FOR DISTRICT BUSINESS

3.1 Authorization

Employees may use a personally owned vehicle for [District Name] business only when:

- Authorized by a supervisor; and
- A District vehicle is unavailable or use of a personal vehicle is determined to be in the District's best interest.

District-Specific Information to Add:

- *Who may approve personal vehicle use.*
- *Mileage reimbursement procedures.*
- *Required authorization forms.*

3.2 Insurance Requirements (MANDATORY)

Any employee using a personal vehicle for [District Name] business must:

1. Maintain automobile liability insurance meeting or exceeding the following minimum limits:
 - o Bodily Injury: [INSERT LIMITS]

- o Property Damage: **[INSERT LIMITS]**

OR

- o Meet or exceed California statutory minimum limits.
2. Ensure the insurance policy does not exclude business use.
 3. Provide proof of insurance to the District:
 - o Prior to authorization; and
 - o Annually thereafter or upon policy renewal.
 4. Maintain current vehicle registration.
 5. Maintain a valid driver's license.

Failure to maintain insurance coverage shall result in immediate revocation of authorization to use a personal vehicle for **[District Name]** business.

District-Specific Information to Add:

- *Required liability limits.*
- *Frequency of insurance verification.*
- *Responsible department for recordkeeping.*

3.3 Insurance Coverage Responsibility

- The employee's personal automobile insurance shall be primary coverage.
- **[District Name]**'s insurance, if applicable, shall be secondary or excess coverage.
- **[District Name]** is not responsible for physical damage to an employee's personal vehicle unless required by law.

District-Specific Information to Add:

- *Any unique insurance provisions required by the District's insurance carrier.*

SECTION IV – REPORTING PROCEDURES

4.1 Vehicle Accidents

In the event of an accident involving a **[District Name]** vehicle or a personal vehicle used on District business, the driver shall:

1. Stop immediately.
2. Assess injuries and summon emergency assistance if necessary.
3. Contact law enforcement when required.
4. Notify their supervisor as soon as reasonably practicable.
5. Complete a District accident report within **[24 HOURS / NEXT BUSINESS DAY]**.
6. Cooperate with any District investigation.

Drivers shall not admit fault or liability at the scene.

District-Specific Information to Add:

- *Accident report form name.*
- *Internal reporting chain.*
- *Insurance carrier notification procedures.*

4.2 Traffic Citations

Any traffic citation received while operating a vehicle on **[District Name]** business must be reported to the employee's supervisor within:

[NEXT BUSINESS DAY / 24 HOURS]

Employees remain personally responsible for all fines and penalties.

District-Specific Information to Add:

- *Whether citations trigger MVR review.*
- *Whether certain violations affect driving privileges.*

4.3 Vehicle Damage or Mechanical Failure

Any vehicle damage, defect, or mechanical failure shall be reported immediately to:

[SUPERVISOR / FLEET MANAGER / FIRE CHIEF / GENERAL MANAGER]

Unsafe vehicles shall not be operated until repaired.

District-Specific Information to Add:

- *Fleet maintenance procedures.*
- *Vehicle repair authorization process.*

DISCIPLINE

Violation of this policy may result in disciplinary action, including:

- Suspension of driving privileges;
- Retraining requirements;
- Written reprimand;
- Suspension; or
- Termination of employment.

District-Specific Information to Add:

- *Progressive discipline process, if applicable.*

Board Adoption

This policy was adopted by the Board of Directors/Trustees of the:

[DISTRICT NAME]

On: _____

Chairperson: _____

General Manager / Fire Chief / Executive Director: _____