



DISTRICT VEHICLE POLICY

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Responsibility for Review: : Board of Directors and General Manager

Reason for District Vehicle Policy

To ensure that all vehicles owned or operated by the District are utilized in the most efficient, economical and practical manner. The policy is an extension of our commitment to the safety of our employees and to remain in compliance with the policies of JPIA to develop good risk control measures.

VEHICLE FLEET PURPOSE

- District vehicles are provided to support business activities only and are to be used only by qualified and authorized employees. They are not to be considered a part of an employee's compensation and must not be used as an inducement for employment. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the State of California or the jurisdiction in which they are driven and with the utmost regard for their care and cost-efficient use.
- District vehicles must not be used for any business activities other than that of CCCSD.
- District vehicles must always be clean and tidy and in good working order.
- Every effort shall be made to obtain maximum use of District vehicles through pooling or sharing vehicles when practical.
- District vehicles are not to be used for personal use and should be parked at the District Office every night and not driven home unless the employee is on call or has authorization from the General Manager to do so.

DRIVER LICENSING

- Employees in a job classification, which require possession of a valid CDL and employees who drive a District vehicle at any time or a personal vehicle on District-related business must do the following:
 1. Maintain a valid CDL.
 2. Immediately disclose to their supervisor and the Administrative Assistant the suspension or revocation of their driver's license for any reason or other significant events relating to their driving record or license status.
 3. Employees in job classifications, which require possession of a commercial driver license (Class A or Class B) must also complete the California Department of Motor Vehicles (DMV) commercial licensing and testing requirements and be physically examined by a medical examiner listed on the National registry of Certified Medical Examiners every two years or as required.
- Employees who fail to comply with the requirements will be subject to disciplinary action, up to and including termination.

PROCEDURES

- The Administrative Assistant will obtain driver license information on all newly hired employees required to possess a valid CDL and initiate a license check. The Administrative Assistant will also run annual rechecks of license status where appropriate and receive automatic notification of significant developments under the state of California DMV Employer Pull Notice Program.
- The Administrative Assistant will discuss significant developments, such as license suspensions or revocations with the employee's supervisor and recommend an appropriate course of action. Each situation is reviewed on a case-by-case basis.
- Where necessary, supervisors will discuss employee driver license issues with the employee directly and/or request copies of documents to verify the employee's legal right to drive.

DRIVING SAFETY

The priority of the driver is the safety of all passengers, themselves and the motor vehicle. Care and caution must be exercised at all times.

- The driver will not use their mobile telephone while driving.
- The driver must not be intoxicated with any illicit or other substances such as alcohol or drugs.
- Drivers or passengers shall not smoke in District vehicles.
- The driver must adhere to the rules and regulations of the State of California while driving any District vehicle.

- Each driver shall obtain training in Defensive Driving, before driving a District Vehicle and every two years afterwards.
- Prior experience driving large vehicles or pulling a trailer is preferred.

MOTOR VEHICLE SAFETY

- The District's motor vehicles are to be used for business purposes only and cannot be used privately for personal business.
- The District's motor vehicles, when not in use, should always be parked in the designated parking area (e.g., designated parking inside the shop or parking garage). The keys should be removed and placed inside the office in the key cabinet.
- The assigned driver of the motor vehicle is responsible for weekly vehicle checklists and is responsible for reporting any damage or mechanical issues to their Supervisor. These inspections are performed on Friday of each week.

MOTOR VEHICLE MAINTENANCE RECORDS

- The driver of the motor vehicle is responsible for completing the weekly vehicle checklist and the daily driving log with mileage. The vehicle is to be inspected by the driver and to be reviewed by the Supervisor in charge. Details of the vehicle, which include fluid levels, tires, lights, and signals, safety equipment and general condition of the vehicle will be documented on the weekly vehicle maintenance record.
- The driver will record in the mileage log daily for every use and location and report weekly to the Department Supervisor.

MOTOR VEHICLE MAINTENANCE

- The driver is responsible for the reporting of maintenance and repairs of the District's motor vehicle to their Supervisor. All vehicle maintenance work must first be approved by the General Manager, before taking place.
- The Supervisor in charge is also responsible for checking and overseeing all aspects of the motor vehicle maintenance and management on a weekly basis and will manage issues and direct tasks to relevant parties as necessary. This includes, but is not limited to weekly checklists, problems, fuel requirements and cleaning.
- Each employee assigned a CCCSD vehicle is responsible for scheduling routine services and repairs and weekly mileage reporting on their own CCCSD assigned vehicle after being authorized to do so.
- The driver is responsible for refueling and routine motor vehicle checks, tire pressure checks, battery checks, fluid level checks and all safety related aspects of the vehicle.

PROBLEMS & ACCIDENT REPORTING

- The assigned driver must report to his/her Department Supervisor and Administrative Assistant of any problems and accidents associated with the motor vehicle after each incident and provide a detailed account of the incidents that occurred. All vehicles shall carry an accident reporting kit and the driver shall be trained in the proper use of it.
- The driver is responsible for conducting routine checks of the District's motor vehicles for appropriate usage and the vehicle's conditions. The Department Supervisor must be informed immediately of any problems that have taken place related to the District's motor vehicles, any foreseen problems, which may cause delays and affect the operations of the District must also be reported by the end of the day.
- To be reported to the DMV within seven (7) days by the Administrative Assistant.

FAILURE TO FOLLOW THESE RULES REGARDING THE USE OF COMPANY VEHICLES WILL RESULT IN THE LOSS OF DRIVING PRIVILEGES AND MAY REQUIRE OTHER DISCIPLINARY ACTIONS