



CARD

Policy and Procedure

POLICY #3106 Driving for the District

EFFECTIVE DATE 1/25/2024

VERSION # 2

DATE OF LAST REVISION 12/22/2023

NEXT REVIEW DATE 1/1/2026

APPLIES TO

Division Districtwide
Sub-Division Human Resources

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
1	07/01/2010	Board Approved Employee Handbook	General Manager
2	12/22/2023	Removing from Handbook and adding it to newly formatted policy repository	Michelle Niven

RATIONALE

The purpose of this policy is to reduce the frequency and severity of vehicle-related accidents and losses by applying uniform criteria in evaluating the acceptability of driver-record information of individuals driving District vehicles or while on District business.

TERMS AND DEFINITIONS

TERM	DEFINITION
District Vehicle	Any vehicle owned by the District

PROCEDURE

Employees who drive a District vehicle or their own vehicles on District business will be required to possess a current valid California driver license. Employees who drive their own vehicles on District business must maintain current effective insurance coverage. Employees may be required to show proof of a current valid California driver license and current effective insurance coverage.

District vehicles may only be used for approved District-related business. District vehicles may only be driven by licensed District staff or Board Members. Driving records will be obtained through the Department of Motor Vehicles for all employees that may drive a District vehicle or employees that are driving their personal vehicle while conducting District business. This District utilizes the DMV Pull Notice Program to obtain driving records and information regarding changes in driving status (e.g., suspended license).

Employees will always wear a seat belt when driving and will ensure that all passengers are wearing seat belts when riding in a District vehicle. Employees who drive a District vehicle are expected to use caution and follow all traffic laws. A District vehicle may only be taken home if justified and approved by the General Manager and/or Board of Directors.


Policy #3106 – Driving for the District

It is the employee’s responsibility to inform the District if their Driver License is revoked or suspended. The District retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is revoked or suspended, or who fails to maintain personal automobile insurance coverage, or who is uninsurable under the District’s policy.


Employees who drive their own vehicles on District business will be reimbursed at the allowable IRS rate per mile.

The District is not responsible for an employee’s traffic violations and fines that were incurred during District business.

Authority: General Manager; Board of Directors

Michelle Niven 
Author (print and sign)

02/13/2024
Date


Annabel Grimm
General Manager

13 Feb 2024
Date

Approved by the Board of Directors on: **January 25, 2024**