



DISTRICT VEHICLE OPERATION POLICY

SUPPLEMENTARY PROVISIONS FOR COMPLIANCE - 2021

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Approved By: Skip Born, General Manager & Cary Brown, HR/Office Manager

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Responsibility for review: General Manager, HR/Office Manager

Reason for District Vehicle Policy

This policy regarding the operation of Clear Creek Community Services District Company vehicles 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 Clear Creek Community Services District.
- District vehicles must not be used for personal or private issues.
- District vehicles must always be clean and tidy and in good working order.

Driver Licensing

District drivers and anyone authorized to drive the Company vehicles must have a valid driver's license issued in California for the class of the vehicle being operated and must be able to drive a vehicle. The driver must have a clean DMV record.

Motor Vehicle 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 inside District vehicles.
- The driver must adhere to the rules and regulations of the State of California while driving any District vehicle.
- The driver must always carry a valid driver's license while driving a District vehicle.
- Each driver shall obtain training on 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 Usage

The District's motor vehicles are to be used strictly for business purposes only and cannot be used privately for personal business.

The District's motor vehicles, when not used, should always be parked in the designated parking area. (e.g. designated parking inside shop or parking garage with keys removed and placed inside the office.

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.

Weekly Vehicle Maintenance Records

The driver of the motor vehicle is responsible for completing the weekly vehicle checklist. 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.

Motor Vehicle Maintenance

The driver is responsible for the reporting of maintenance and repairs of the District's motor vehicle and its condition to their Supervisor. All vehicle maintenance work must first be approved by the 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 is responsible for scheduling routine services and repairs and annual mileage reporting on their own company assigned vehicle.

The driver is responsible for refueling and routine motor vehicle checks, tire pressure checks, battery checks, fluid levels and all safety related aspects of the vehicle.

Problems & Accident Reporting

Driver must report to his/her Manager and the Human Resources Manager of any problems and accidents associated with the motor vehicle after each use and provide an associated detailed account on the incidents occurred. All vehicles shall carry an accident reporting kit and be trained on proper use.

The driver is responsible for conducting routine checks of the District's motor vehicles for appropriate usage and vehicle's conditions. The Field 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 effect the operations of the District must also be reported immediately.

Supplementary Provisions

No employee of Clear Creek Community Services District shall carry with them within their personal vehicles, District tools or equipment that might interfere with the employee's ability to use their commute time to or from home ineffectively for their own purposes unless authorized to do so by their Supervisor/Manager. If authorized, the commute is considered compensatory and therefor is subject to compensable time and mileage reimbursements.

Examples of authorized compensatory time and or mileage reimbursements are as follows:

- Employee is asked by his Supervisor or Manager to provide a necessary service for the District on their way to or from work, utilizing District owned tools, outside of normal working hours.
- Employees who are asked to use their personal vehicle for travel to and from business related activities such as trainings or other District functions as needed.
- Employees who are authorized to use District vehicles to commute to and from work on a daily basis shall not be compensated for their commute time unless they are diverted from their daily commute (outside of business hours) by their Supervisor to provide a necessary service for the District or if they witness a problem within the District (outside of business hours) that would require immediate attention. Employees in this case shall immediately notify their Supervisor/ Manager of the problem and document their time accordingly.

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.

