

**EASTERN MUNICIPAL WATER DISTRICT
HUMAN RESOURCE MANAGEMENT
POLICIES AND PROCEDURES**



SECTION: Vehicle Use Policies and Procedures	DATE: August 10, 2001	PREPARED BY: Human Resources
PAGE: 1	REVISION DATE: September 30, 2009	APPROVED BY: David Moore

1.0 Introduction

1.01 General

This document provides standards for vehicle safety, operation, and maintenance. It is the goal of the District to maintain fleet safety, provide accountability, reduce costs and liabilities, improve fleet maintenance, increase productivity, improve fleet maintenance, and improve customer satisfaction. It is important for the District to stay current with industry standards and provide a secure atmosphere to its employees and customers. Constant evaluation and review of current policies, procedures, and responsibilities will keep Eastern Municipal Water District in it's standing as a public agency with uncompromising standards of excellence.

1.02 Purpose

The purpose of this document is to provide concise direction to its employees regarding the District's fleet. This document contains policies and procedures regarding the District vehicles and mobile equipment, driving policies, preventative maintenance, vehicle inspections, and driving offences. These policies and procedures should clearly outline what should occur in the event of an accident, what to do if a vehicle breaks down, how to properly care for vehicles, and what can happen if an employee does not follow the policies and procedures as defined in this document.

2.0 Policies and Procedures

2.01 Vehicle Assignment

- a) District vehicles and equipment are assigned to departments depending on their need for such vehicle(s) and or equipment to accomplish their mission. Department supervision in concordance with the District's Fleet Manager shall evaluate and determine a department's vehicle and or equipment needs. Department supervision shall, whenever possible, designate or assign drivers or operators to specific vehicle(s) for conducting District business during working hours only.

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- b) Pool vehicles are assigned to, and managed by Fleet Services for the purpose of providing temporary assigned vehicles for District business.
- c) District vehicles and equipment shall not be loaned to contractors, other agencies, cities, or other organizations or companies, without written authorization of the General Manager or Deputy General Manager.

2.02 Use of Personal Vehicles for District Business

- a) The General Manager or appointee may authorize certain classifications to receive business use vehicle reimbursement.
- b) The use of private vehicles to conduct District business shall be reimbursed at the District rate not to exceed the rate allowed by the Internal Revenue Service.
- c) The employee's private vehicle insurance is the primary insurance on the vehicle, and the District shall not be responsible for the replacement, or repair of any private vehicle, not otherwise owned, rented, or leased by the District and used to conduct District business, if said vehicle is damaged or destroyed during the course of such use. Pursuant to the California Vehicle Code Sections 16020 & 16050, an employee using his/her private vehicle on District business shall have automobile insurance coverage that meets or exceeds the minimum requirements of the DMV for public liability and property damage. Out-of-pocket expenses incurred due to an accident while on District business that extend beyond the employee's private automobile insurance policy will be reimbursed by the District. Such out-of-pocket expense reimbursement will not exceed \$5,000 for each accident. Expenses eligible for reimbursement include the employee's deductible and car rental expenses if not otherwise covered by the employee's private automobile insurance policy. Proof of payment (i.e., receipts, cancelled checks, credit card receipts) must be provided at time of request for reimbursement.

2.03 Use of Pool Vehicles

- a) Pool vehicles area maintained by Fleet Services for:
 - 1. Use by any authorized employee requiring transportation to conduct District business on a trip-by-trip basis.
 - 2. Use by any authorized employee while his or her regularly assigned vehicle or mobile equipment is undergoing service or repairs.
 - 3. Temporary use by any department as required to perform its mission.

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- b) Pool vehicles should not be used for extended out-of-town business unless all other options, least costly to the District, have been considered and eliminated.
- c) Pool vehicles may be reserved in advance on a first come first serve basis by contacting Fleet Services personnel. To reserve a Pool Vehicle, complete a Pool Vehicle Trip Ticket (Form S.F. MO-140). Return the completed form to Fleet Services.
- d) Overnight use of a District pool vehicle must have prior approval by a District manager level or above. The manager should consider all options (i.e., using personal vehicle instead) and shall choose the option that is the least costly to the District. An employee whose District business requires an early morning departure will be allowed to checkout the vehicle the night prior to the travel day.
- e) Drivers should avoid parking pool vehicles overnight in a public parking facility such as an airport. Costs for airport shuttles, public transportation, or personal vehicle use shall be reimbursed as part of the employees travel expense.
- f) District vanpool vehicles are limited to the approved route and schedule as assigned by the vanpool coordinator. Vanpool vehicles may be used for other District purposes during working hours.
- g) Vanpoolers and Carpoolers may check out a pool vehicle in the event of an emergency that requires their immediate departure from work. An emergency shall be defined as, and only as, illness or injury of the carpooler, carpool driver, or carpooler's immediate family member, or unscheduled overtime requested by the employee's immediate supervisor resulting in the carpooler missing the vanpool or carpool departure time.
- h) Returned pool vehicle shall be refueled when less than one half (1/2) tank of fuel remains. All trash and personal items must be removed from pool vehicle. Any mechanical problems shall be reported immediately, to Fleet Services.

2.04 District Vehicle Parking

- a) District vehicles shall be parked and locked in their assigned parking spaces or designated areas.
- b) District vehicle's keys are to remain at the office in a secured area.
- c) District vehicles shall not be parked in visitor, carpool, vanpool, or handicapped parking spaces.

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- d) Employees with a Disabled Persons Parking Permit issued by the DMV shall be authorized to use handicapped parking spaces for their assigned District vehicle.
- e) Parking spaces may be assigned to certain District positions as approved by the General Manager or his appointee.
- f) District vehicle parking in public areas shall minimize risk of damage to the vehicle by using available off street parking whenever possible.
- g) On call employees who take District vehicles home shall park the District vehicle in a garage, carport, or driveway and not on a private or public street. If this is not possible, the employee is to park the District vehicle at a secured District yard.

2.05 Employee Personal Vehicle Parking

- a) Personal vehicles shall be parked in employee parking areas only.
- b) Diamond marked parking spaces are for carpool parking only.
- c) Personal vehicles shall not park in visitor or assigned parking spaces.

2.06 Driver Responsibility

- a) **License:** While operating a District vehicle, or driving a personal vehicle, on District business, the driver must possess a valid State of California, Department of Motor Vehicles (DMV) Driver's License, and shall comply with the requirement of the California Vehicle Code and local regulations and ordinances. Drivers required to operate a commercial vehicle must possess a valid State of California, DMV Commercial Driver's License with the proper endorsements, and a current medical card.
- b) **Private Use:** District vehicles shall be used only for purposes of District business and not for personal business or pleasure by any person whomsoever. No one except authorized employees and their business guests may be transported in a District vehicle at anytime. The transportation of personal property with a District vehicle is prohibited at all times, including while the employee is on authorized On-Call duty. The exceptions include an employee's lunch, gym bag, or property which is ordinarily used by the employee while they are on District business.
- c) **Commercial Vehicle Inspection:** Commercial vehicle and equipment operators must perform a pre-trip (use) inspection report prior to operation of vehicle or equipment. This is a California Highway Patrol requirement. Completed pre-trip (use) forms must be signed by the driver and submitted to Fleet Services daily. (See Form S.F. MO 39). In the event the pre-trip inspection reveals a defect, the mechanic performing the repair must sign the form after repairs are

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completed. Should the defect not affect the vehicle's safe operation, the driver is still required to have a mechanic sign the form before using the vehicle.

- d) **Care of Vehicles:** Each employee having the custody of a District vehicle shall exercise due caution and prudence in the operation of such vehicle and shall minimize the risk of damage to such vehicle. Drivers are responsible for the proper operation and use of the vehicle or equipment, and shall be responsible for bringing in their assigned vehicle to Fleet Services for timely preventative maintenance and/or repairs. Lubrication services shall be performed at the mileages posted in the vehicle, but not sooner than 200 miles prior to the posted mileage and no later than 1000 miles after the posted mileage. Tire condition shall be monitored and fluid levels (particularly oil level) shall be monitored. Tire damage from driving on improperly inflated tires and oil levels more than a quart below the "normal" level will be considered vehicle abuse. Other vehicle damage (interior or exterior) considered by the Fleet Services staff to be above and beyond "normal wear and tear" will be treated as vehicle abuse.
- e) **Tobacco Product Use Prohibitions:** As stated in the District's Ordinance 30 as amended, tobacco product use is prohibited and/or "no smoking" signs will be posted in all District owned or leased buildings and vehicles. For the purpose of this policy "tobacco product use" includes any use of any tobacco product such as cigarette, cigar, chewing tobacco, or pipe.
- f) **Vehicles not in Use:** District vehicles are for use during working hours only. Said vehicles shall otherwise be parked (or stationed) and locked at assigned District facilities. District vehicle keys shall remain at the office in a secured area (such as a locked desk). Keys for vehicles assigned to individuals may be kept overnight or during the weekend by the individual, however, they are to make that vehicle available to their assigned department by leaving the keys at their workstation if they are to be gone for any extended period of time.
- g) **Stand-by Use:** At the discretion of the responsible department manager, District vehicles may be taken home by those employees on paid stand-by duty during the period of such stand-by duty. If possible said vehicles shall be parked in a garage, carport, or driveway and not on a private or public street. Said vehicles shall only be used for the express purpose of responding to call outs and not for personal purposes.

With the permission of the employee's manager, employees may use assigned District vehicles in lieu of their personal vehicles for transportation to places/events to facilitate their availability during their authorized On-Call duty. However, District vehicles may not be parked at or near bars, casinos, adult entertainment establishments or other locations likely to reflect poorly on the District.

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- h) **Driver Training:** Drivers shall not operate commercial vehicles or construction equipment unless the driver and or operator is properly qualified and licensed to operate such equipment. Each driver's manager is responsible for assuring that an equipment training record (S.F. MO 141) is on file in the Maintenance Services office.
- i) **Loss of Drivers License:** Drivers shall maintain a driving record acceptable to the District's automobile insurance carrier. Drivers of District vehicles are required to notify their supervisor, in writing, within one (1) working day of receiving the following:
 - 1. If their driver's license is revoked, suspended, or expired.
 - 2. If they are cited for a major moving violation, to include but not limited to the following:
 - a) Driving under the influence of alcohol, drugs, or a combination of both.
 - b) Hit and run.
 - c) Reckless driving.
 - d) Leaving the scene of an accident.
 - e) Eluding or fleeing a police officer.
 - f) Speed contest or drag racing.

If convicted of a major violation, the District's automobile insurance provider will exclude the driver from the insurance policy and from driving a District vehicle. Their driving privilege could also be restricted if they are convicted of frequent minor violations, charged with an at-fault accident, or a combination of both within a three (3) year period.

- j) **Passengers:** Only District employees *and their business guests* are allowed as passengers in District vehicles. No family members or hitchhikers are permitted. Drivers and passengers shall use seat belts and shoulder restraints at all times while the vehicle is in motion. No driver shall allow or cause any passenger to ride in or on any vehicle other than in a proper passenger seat equipped with legal seat belts.
- k) **Enforcement:** Employees abusing or misusing vehicles will be subject to the disciplinary process defined in Ordinance 30.

2.07 Safe Driving Habits and Vehicle Safety Practices

- a) District vehicles shall be operated in compliance with all applicable state and local laws and ordinances.
- b) Drivers and passengers shall use seat belts and shoulder restraints at all times while vehicle is in motion.

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- c) Drivers are to drive defensively and maintain control of the vehicle at all times and be aware of their personal limitations, road conditions, weather, visibility, and traffic.
- d) No driver shall exceed a greater speed than is reasonable and prudent, having due regard for the traffic on, and the surface and width of, the highway. In no event shall a driver maintain a speed which exceeds posted speed limits or endangers the safety of persons or property.
- e) No person will operate a District vehicle while under the influence of alcohol or illegal drugs, also, over-the-counter or prescription medications that are known to the employee to adversely influence the safe operation of a vehicle are prohibited.
- f) In inclement weather, rain, fog, etc., drivers are required to turn on vehicle headlights.
- g) Whenever a vehicle is being fueled, the vehicle's engine shall be turned off and the vehicle shall not be unattended. When filling gas cans, grounding shall be required between the gas can and the dispenser.
- h) Drivers are responsible for the secure placement and proportionate distribution therein of the load to be transported. Whenever the load extends beyond the bed or body of such vehicles, the driver will use clearance flags or signs, properly displayed, indicating a long or wide load, as required by DMV Vehicle Code.
- i) Drivers are responsible to ensure that vehicles are not overloaded. Vehicles found to be overloaded will be removed from service by Fleet Services until the condition is corrected.
- j) Whenever it is necessary to hook up a trailer to a truck, caution should be exercised and, if needed, the assistance of a fellow employee shall be obtained.
- k) Whenever it is necessary to park a vehicle in an emergency situation along a public right of way and leave it unattended, the driver will observe the following practice:
 - 1. Park the vehicle off the traveled portion of the roadway if possible.
 - 2. Shut off the engine and set the emergency brake.
 - 3. If on a hill, turn the front wheels against or into the curb.
 - 4. The transmission shall be placed in the park position or if the transmission is a manual, placed in low or reverse gear.
 - 5. On larger vehicles, the wheels shall be chocked and safety cones and/or traffic triangles set out as warning to approaching vehicles.
 - 6. The vehicle will be locked and the key retained by the driver.

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- l) Drivers shall make a conscious effort to refrain from parking District vehicles in a location that requires backing the vehicle to exit the parking space. This is especially important for commercial vehicles. When circumstances require drivers to back their vehicles, they must:
 - 1. Ensure their exit path is clear of hazards by making a complete circle of the vehicle.
 - 2. Back their vehicles immediately after checking the exit path.
 - 3. Use another person to assist in backing (if one is available).
 - 4. Use interior and exterior mirrors when backing.
 - 5. Use the horn if necessary.
 - 6. Back slowly.
- m) Anytime an EMWD vehicle is parked off of District property, before that vehicle is moved, a complete inspection of all sides of the vehicle is to be conducted. This safety check should take only a few seconds.

2.08 Preventative Care and Maintenance

- a) Drivers are responsible for the proper operation and use of the vehicle or equipment, and shall be responsible to assure service and preventative maintenance or repairs are performed on time by Fleet Services. To schedule vehicle maintenance or repairs, complete an Equipment Deficiency Report (Form S.F. MO 39), and submit to Fleet Services.
- b) Vehicles are to be kept clean and orderly. Removal of trash, dirt, and unnecessary materials from the interior should be done routinely, and the exterior washed. Drivers shall completely clean vehicle interior prior to having Fleet Services perform service or repairs.
- c) Drivers are required to ensure vehicle is safe for operation and that lights and brakes are functional. Tires must be properly inflated and free of visual defects or unusual wear. Liquid levels (engine oil and radiator coolant) are to be maintained within allowed limits.
- d) Drivers are required to check engine oil and engine coolant level when fueling the vehicle. Do not remove radiator cap when engine is hot. Engine coolant level can be checked by observing the coolant level in the plastic overflow tank.
- e) Drivers are prohibited from making modifications of any kind to any District vehicle. This includes: mounting anything to the body, frame, or inside the cab of the vehicle; welding or cutting on the frame or changing mounted equipment; changing, moving, or adding numbers, decals, personal statements, or items for personal convenience. Any such modification shall be handled through a request to Fleet Services, and shall be administered and installed only by Fleet Services.

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- f) Any vehicle turned into Fleet Services for repair, may only be released by shop personnel. Drivers picking up repaired vehicle must sign Form S.F. MO 39 before vehicle can be released.

2.09 Incident Report

- a) Eastern Municipal Water District requires employees to report a wide variety of incidents ranging from loss of District property to injuries. All job related incidents or any incident involving District property are to be reported no matter how slight. This Policy requires drivers and/or operators of vehicles and equipment to complete an Incident Report in the event of a vehicle accident, vehicle damage, vehicle theft, vehicle vandalism, property damage, and other vehicle related incidents. Incident Report must be turned in to your immediate supervisor and Safety and Risk Management within one (1) working day of the incident. Refer to the District's Drug & Alcohol Policy in Ordinance 30, Section VIII, item 2, for Post-Accident Testing.

2.10 Vehicle Accident Reporting

- a) Eastern Municipal Water District has established policies regarding safe driving habits to help protect all people from the emotional trauma and economic effect of automobile accidents. Accidents are always a serious matter and must be reported as soon as possible. Vehicle accidents as defined in this document is an incident involving an EMWD vehicle that results in damage, regardless of how minor. If you are involved in an accident on a public road, immediately notify the California Highway Patrol or appropriate law enforcement agency by contacting the Integrated Operations Center (IOC) or calling 911. State the following information:

1. Exact location of accident.
2. Number of injured parties.
3. Number of vehicles involved.
4. Indicate if accident is blocking traffic.
5. Standby for confirmation.

The IOC, driver or supervisor, shall notify Safety & Risk Management of the accident as soon as law enforcement and other emergency agencies have been contacted.

- b) For injuries incurred to District employees, regardless of injury severity, the following shall apply:
 1. Serious Injuries – Request immediate medical attention (Paramedics) when contacting 911.
 2. For Injuries Other than Serious – Based on the severity of injury, contact Safety & Risk Management, or transfer injured employee directly to the District's authorized medical facilities for treatment. Employees, who have on file with Safety & Risk Management an

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Employee's Choice of Physician for Industrial Injury form, are authorized to use their own personal physician.

3. Complete the "EMWD First Report of Injury or Illness" and "Employees Claim for Workers' Compensation Benefits" forms and forward directly to Safety & Risk Management within one (1) working day of accident.
- c) Secure the accident scene if you are in the traveled portion of the roadway with traffic cones. Flares may be used ONLY if fluids ARE NOT leaking from vehicle. Do not leave a scene of an accident until cleared by the investigating traffic officer.
 - d) Do not make any statements which may be taken as an admission of negligence or fault relative to the accident.
 - e) Obtain the following information from the other driver(s):
 1. Name, address, and telephone number of driver and owner of vehicle.
 2. Drivers license number (verify address).
 3. Description of other vehicle(s) and license plate number(s). Describe damage of vehicle(s).
 4. Name, address, telephone number, and policy number of their insurance company.

NOTE: Exchange ONLY the above information with other driver(s). DO NOT answer any other questions and/or give out additional information to other parties, including the MEDIA. Give the requested statements ONLY to the investigating traffic officer.

- f) Obtain names, addresses, and telephone numbers of any witnesses of the accident.
- g) Take photographs of the accident scene if you or another employee has access to a camera.
- h) Follow up with the written Incident Report of the accident within one (1) working day of the accident and submit to your immediate supervisor and Safety & Risk Management.
- i) Refer to the District's Drug & Alcohol Policy.

2.11 Commercial Vehicle Inspection Reports

- a) Eastern Municipal Water District is required by the California Highway Patrol to maintain a file of daily commercial vehicle inspection reports.
- b) Completion of the Driver's Daily Inspection Report and Log (Form S.F. MO 39) is required by each driver of trucks and truck combinations that require the driver to possess a valid DMV Commercial Drivers License prior to the vehicle leaving the yard. If you notice any vehicle

safety discrepancies, the report and the vehicle are to be turned in to the Fleet Manager.

2.12 Reporting Vehicle Mechanical Breakdown

- a) Mechanical breakdowns shall be reported to Fleet Services as soon as possible. At the discretion of the Fleet Manager, an Incident Report may be requested of the driver.
- b) Vehicles developing mechanical problems such as overheating or exhibiting unusual noises shall not continue to be operated or driven. Such vehicles shall be stopped and the driver shall notify Fleet Services. At the discretion of the Fleet Manager, an Incident Report may be requested of the driver.
- c) Replacement of a flat tire may only be performed by trained personnel. Tires may be replaced by Fleet Services personnel, tow truck operators, or any other trained District employee.

2.13 Global Positioning Satellite System (GPS)

- a) District vehicles may be equipped with a GPS monitoring device to assure proper maintenance and use. This system enables the District to generate several types of reports and E-mail notifications regarding the use, location, and servicing requirements of GPS equipped vehicles. For example, the system will be used to notify the vehicle's driver, supervisor, and Fleet Services of the cause of vehicle trouble codes, mileage, vehicle location, vehicle idling time, speed, routes taken, service intervals, etc.

- b) GPS E-mail alerts shall be made available in accordance with Table 1

ALERTS	Risk Mgmt	Security	EMWD Fleet Mgr	Fleet Srv e-mail group	Dept Mgr	Division Mgr	Assigned vehicle operator or crew chief
Excessive Idling					√	√	√
Speeding	√				√	√	√
Outside Geofence					√	√	√
Odd-hours Operation		√			√	√	√
Vehicle Recall Notice			√	√		√	√
Vehicle Service Due				√		√	√
Vehicle Trouble Code				√		√	√

- c) As provided in Section 2.07 a) of this policy, District vehicles shall be operated in compliance with all applicable state and local laws and ordinances (e.g. obey all posted speed limits). Speed limit thresholds are set to trigger E-mail alerts anytime a Class C vehicle is traveling in excess of 73 mph for more than five (5) minutes or anytime a Class A

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or B vehicle is traveling in excess of 58 mph for more than five (5) minutes. An employee may request the vehicles speedometer be verified for accuracy as part of any formal disciplinary proceeding. The following speed standards will be applied in evaluating any proposed disciplinary action:

Frequency of 5 events or more per week:

4 – 5 mph over limit = Provide data to employee

Note: an event is defined as two consecutive speeding occurrences (GPS transmits data every two minutes. This data includes the speed of the vehicle at the time of data transmission and the vehicle's highest speed achieved within the two minute interval of operation).

Frequency of 4 events or more per week:

6 – 10 mph over limit = Informal discussion (coaching*)

*Chronic violations despite coaching may lead to progressive discipline.

Frequency of 2 events or more per week:

11 – 15 mph over limit = Progressive discipline

Frequency of 2 or more e-mail alerts per week:

>73 mph for more than 5 minutes (Class C)

>58 mph for more than 5 minutes (Class A & B)

= Progressive discipline (e.g., counseling, etc)

- d) To allow current employees to become familiar with the reporting capabilities of GPS technology, individual drivers will not be subject to disciplinary action based on GPS information showing driving infractions (i.e., moderate speeding) before May 1, 2009. After May 1, 2009, any disciplinary actions, to include but not be limited to, verbal and/or written warnings, notifications, employee/supervisor conferences, or other disciplinary actions as covered by District policy shall be done in a timely manner.
- e) The District and Union agree to review the effectiveness of this policy section after one year.

2.14 On-Road and Off-Road Vehicle Idling

- a) Any vehicle or engine subject to the in use off-road diesel regulation or in use on-road diesel regulation may not idle for more than 5 consecutive minutes.
- b) This applies to all self-propelled diesel-fueled vehicles greater than or equal to 25 horsepower that were not designed to be driven on-road. Examples of off-road vehicles include backhoes, skip loaders, forklifts, trenchers, and similar types of equipment.

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- c) Idling off-road diesel vehicles for more than 5 minutes is allowed under the following conditions:
 - a. When queuing
 - b. To verify that the vehicle is in safe operating condition
 - c. For testing, servicing, repairing, or diagnostic purposes
 - d. Idling necessary to accomplish work for which the vehicle was designed such as operating a crane
 - e. Idling required to bring the machine system to operating temperature
 - f. Idling to provide air conditioning/heat to ensure the health and safety of the operator

- d) This policy also applies to all heavy duty diesel-fueled motor vehicles with a Gross Vehicle Weight Rating (GVWR) greater than 10,000 lbs.

- e) Idling of on-road heavy duty diesel vehicles for more than 5 minutes is allowed under the following conditions:
 - a. When stuck in traffic
 - b. When necessary for inspecting or servicing the vehicle
 - c. When operating a power take-off device (i.e., operating a lift, crane, pump, or other auxiliary equipment)
 - d. When the operator cannot move because of adverse weather conditions or mechanical failure
 - e. When queuing (must be beyond 100 feet from any residential area)
 - f. When the truck's engine meets the optional NOx idling emission standard and is located beyond 100 feet from any residential area
 - g. When necessary to provide air conditioning/heat to prevent a safety or health emergency

- f) Gasoline vehicles may be idled in excess of 15 minutes under the following conditions:
 - a. Up to 30 minutes during lunch breaks unless located at a facility with a break room
 - b. To avoid cases of heat illness, employees may idle gasoline vehicles as needed.

The following idle time standards will be applied in evaluating any proposed disciplinary action:

Idling diesel-powered vehicles more than 5 minutes is not permitted unless allowed under section 2.14. (c) or (e)

Idling gasoline-powered vehicle is permitted for up to 15 minutes. Idling gasoline-powered vehicles longer than 15 minutes will result in the following actions:

More than once a week = Provide data to employee

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More than twice a week = Coaching
More than three times a week = Progressive discipline.

3.0 Penalties for Non-Compliance

3.01 An employee's failure to comply with the provisions of this policy may result in employee discipline. Such discipline will be handled in accordance with Employment Ordinance 30, as amended.

4.0 Responsibility Assignments

4.01 Employees

Employees are responsible for compliance with all provisions of this policy when using District or private vehicles to conduct District business. For purposes of this policy, the actual driver and/or operator of the vehicle or equipment shall be the responsible employee.

4.02 Fleet Manager

The Fleet Manager, or his assigned designee, in the normal course of their vehicle repair and service duties, is required to report violations of this policy.

4.03 Directors, Managers, and Supervisors

It is the responsibility of supervisory personnel to ensure the policies of this document are understood by the employees under his or her immediate supervision. In the event of a violation of this policy, it is the responsibility of supervisory personnel to act in accordance with Section 3.0 of this policy.

Safety & Risk Manager

Safety and Risk Management will monitor the driving record of all commercial drivers on a quarterly basis and no less than annually for all employees and conduct a Driver Safety Program. The Safety & Risk Manager is also responsible for verifying, and maintaining a file of vehicle insurance required under this policy.

AUTHORIZED SIGNATURES ON FILE