

VEHICLE USE POLICY

HUMAN RESOURCES
POLICIES AND PROCEDURES



Section:	Vehicle Use Policy	
Date: 8/10/2001	Revision Date: November 2, 2017	Approved by: Human Resources

I. **PURPOSE AND SCOPE**

Eastern Municipal Water District (District) provides safe, dependable vehicles. In turn, employees are entrusted to use good judgment and have a complete understanding of the responsibilities involved, both of which are necessary in order to continue to drive a District-provided vehicle to conduct District business. Drivers shall comply with all federal, state, and local laws and regulations.

This document establishes the policy and responsibility for the assignment and usage of District vehicles for conducting official District business and communicates the requirements relative to assignment, utilization, and control of District-owned vehicles. Drivers abusing or misusing District vehicles, or failing to comply with the provisions of this policy, will be subject to the disciplinary process as outlined in the MOU.

II. **RESPONSIBILITY**

Employees are required to comply with the requirements of this policy and other established procedures regarding the assignment and use of District vehicles. For purposes of this policy, the actual driver and/or operator of the District vehicle is considered the responsible employee.

III. **USE OF DISTRICT-OWNED VEHICLE OR EQUIPMENT**

Employees are provided a District vehicle primarily to assist in the performance of their job duties. Its use is strictly limited to business purposes and may not be used for personal reasons.

Any employee operating a District vehicle must meet the following requirements:

- Possess a valid California driver’s license with a license class that permits operation of the District vehicle being used
- No driver shall operate a vehicle under the influence of alcohol or drugs, including over-the-counter or prescription medication known to impair one’s ability to drive or operate machinery
- Maintain an acceptable driving record
- Follow the guidelines stated in this policy at all times

District vehicles shall not be loaned to any other person, contractors, cities, other agencies, other companies or organizations without authorization from the General Manager or Deputy General Manager.

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From time to time an employee may have a need to carry business associates; however, transporting family, friends, or strangers is a violation of District policy.

On-call or stand-by employees may, at the discretion of the manager, take a District vehicle home during the on-call or stand-by period. With the permission of the manager, the on-call or stand-by employee may use the District vehicle for transportation to and from places/events to facilitate availability during their authorized duty time but at no time may they transport non-District employees in the District vehicle.

IV. USE OF PERSONAL VEHICLE FOR DISTRICT BUSINESS

The General Manager, or appointee, may authorize certain classifications to receive business use mileage reimbursement for use of private vehicles to conduct District business. Mileage will be reimbursed at the District rate not to exceed the rate allowed by the Internal Revenue Service.

When a private vehicle is used for District business, the employee's insurance on that vehicle is the primary insurance and the District will not be responsible for the replacement, or repair of any private vehicle.

Pursuant to the California Vehicle Code Sections 16020 and 16050, an employee using his/her private vehicle for 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, not covered by the employee's insurance, incurred due to an accident while using a private vehicle for District business, will be reimbursed by the District. Such expenses include a deductible and rental car expenses and are limited to a maximum of \$5,000 for each accident. Proof of payment will be required.

V. USE OF DISTRICT POOL VEHICLES

Pool vehicles are provided and maintained by Fleet Services for Use by an authorized employee requiring transportation to conduct District business. Overnight use, where prior approval by manager level or above. The manager should consider all options and choose the one least costly to the District. An employee whose District business requires early morning departure may be allowed to check out the pool vehicle the night before the travel day with their supervisor's approval.

Vanpoolers and carpoolers may check out a pool vehicle in the event of an emergency which is defined as an illness to the carpooler, carpool driver, or carpooler's immediate family, or for unscheduled overtime requested by the carpooler's immediate supervisor.

VI. PARKING OF DISTRICT VEHICLES

District vehicles shall be parked and locked. The assigned District employee shall maintain possession of the vehicle keys at all times.

When parked in public areas the vehicle shall be parked off street whenever possible.

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On-call or stand-by employees who take a District vehicle home shall park the District vehicle in a garage, carport or driveway, not on a public or private street. If private parking is not available, the vehicle shall be parked at a secured District facility.

Unless the employee is required to be there to perform District services as part of their job duties, at no time shall the District vehicle be parked at or near bars, casinos, adult entertainment establishments or at any other location that may reflect poorly on the District.

VII. VEHICLE CARE AND MAINTENANCE

All District-provided vehicles are designated as “non-smoking” areas and employees are expected to keep the vehicles in clean, well-maintained condition.

Neglecting to maintain a vehicle could result in costly repairs to the District. Unusual wear-and-tear above industry average or neglecting to properly maintain a District-provided vehicle may result in the loss of use of the vehicle and the employee may be subject to further disciplinary action.

It is the driver’s responsibility to ensure that maintenance is performed at the designated intervals as determined by Fleet Services to ensure maximum vehicle safety, performance, efficiency, and extended life of the vehicle. These responsibilities include:

- Vehicles are to be kept clean and orderly
- Tires are to be properly inflated and checked for unusual wear
- Mechanical deficiencies are to be immediately reported to Fleet Services
- Vehicle inspections for proper operation and safety prior to each day’s use
- Drivers should inspect and immediately report any safety-related issues prior to operating the vehicle such as headlights, taillights, wiper blades, turn signals, running lights, and other similar or vehicle-specific functions

Modifications of any kind to a District vehicle may only be performed by Fleet Services. A vehicle failing its safety or operational inspection should not be driven off District property under any circumstances.

The Fleet Manager, or his assigned designee, in the normal course of vehicle repair or service duties, shall report violations of this section to the responsible employee’s manager.

The California Air Resources Board prohibits the driver of a diesel-fueled motor vehicle with a gross vehicle weight rating (GVWR) greater than 10,000 pounds from idling the engine for more than 5 minutes at any location with the exceptions as noted in Section XV below.

VIII. COMMERCIAL VEHICLES

The District is required by State and Federal regulation to maintain a file of Driver Vehicle Inspection Reports (DVIR) for commercial vehicles.

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Drivers who operate District vehicles that require a valid commercial driver's license must complete a pre-trip and post-trip inspection and sign the Driver Vehicle Inspection Report (DVIR) daily for each commercial vehicle operated. Any deficiencies are to be immediately reported to Fleet services and recorded on the DVIR.

Before operating a commercial vehicle, the driver must review the previous driver's DVIR and verify that Fleet Services has certified, by way of signature, that the defect or deficiency has been repaired or corrected, or that repair is unnecessary before the vehicle may be operated again.

IX. **TRAFFIC ACCIDENTS**

A valid insurance card, vehicle registration, and an "accident reporting procedures" card shall be carried in the vehicle at all times. Copies of these documents can be obtained from Fleet Services. In the event of an accident, immediately notify your supervisor or manager, the IOC, and follow the procedures outlined in the "accident reporting procedures" card.

It is the driver's responsibility to notify any state and/or local agency of the accident and to file the appropriate written report as required by state law.

Contact Safety, Risk and Emergency Management before discussing an accident with anyone other than the responding officer.

X. **SAFE DRIVING HABITS AND VEHICLE SAFETY PRACTICES**

District policy has been designed to enforce safe operation of District-owned vehicles and includes the following:

- Overloading and overcrowding a vehicle is prohibited (number of occupants should be equal to or less than the available restraints)
- Do not insist on the right-of-way and assume that the other driver will yield
- Operate vehicle at a speed appropriate to the road, traffic and weather conditions
- Secure loose items that may blow out, fall off a vehicle, or cause injury in the event of an accident
- Prior to backing up a vehicle, the driver should walk around the vehicle to look for obstructions and follow the District's "Circle of Safety" Procedure
- Roll down a window, turn off the air conditioner and radio while backing up to improve situational awareness
- Turn signals should be used for parking, lane changes, and all turns, even in parking lots

XI. **DRIVING RECORD**

Drivers shall maintain a driving record acceptable to the District and its automobile insurance provider. Written notification to the Driver's supervisor/manager is required within one (1) working day of receiving any of the major violations listed below.

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Minor violations: Three (3) minor violations in a 12-month period or five (5) minor violations in a three-year period (e.g. failure to wear a seatbelt) will result in loss of District-provided vehicle use and loss of privilege of driving for District business. The driver may also be subject to disciplinary action.

Major violations: A major driving violation conviction (e.g. reckless driving, eluding a police officer, street racing, hit and run, driving under the influence, or driving with a suspended or revoked license) will result in loss of District-provided vehicle use and loss of the privilege of driving for District business. The driver may also be subject to disciplinary action.

XII. MOBILE DEVICE USAGE

The District encourages safe driving habits and recommends that no calls are accepted or initiated from a District vehicle, and rather, that employees inform callers of the best time to reach you based on your driving schedule. Drivers shall comply with all federal, state, and local laws and regulations regarding the use of mobile technology devices including cell phones.

- Hands-free mobile device equipment may be used to make or answer business related calls while driving if compliant with current applicable local, state, or Federal laws. Devices must meet all legal requirements and positioned as required by law, with no exceptions. Safety must always be first priority. Drivers are to keep these calls brief. If, because of weather, traffic conditions, or any other reason, the employee is unable to concentrate fully on the road, either end the conversation or pull over and safely park the vehicle before resuming the call. Navigation applications on mobile devices may be used for District related business. They must be programmed before the trip is started, not while the motor vehicle is in operation.
- E-mail, text, and picture messages may not be read, listened to, or responded to when operating a vehicle.
- Personal calls should be avoided while driving. Such calls should be made during the employee's rest breaks or meal periods.

XIII. MOTOR VEHICLE RECORD CHECK

Continued eligibility to drive a District-provided vehicle, or driving on District business in any manner, requires each driver to maintain a safe and clean driving record. The District reserves the right to have its insurance broker, or their representative, review driving records on a periodic basis.

XIV. GPS

Global Positioning System (GPS) telematics devices are installed on District fleet vehicles and provides information on trip routes, vehicle location, fuel consumption, idle time, and safe operation. GPS enhances employee safety and security; lowers maintenance costs through

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better preventative and predictive maintenance schedules; improves fuel economy and idle compliance; and optimizes customer service and vehicle utilization.

The GPS system data is monitored and regularly reviewed. GPS system data may be used in the course of disciplinary action including verbal and/or written warnings, notifications, employee/supervisor conferences, or disciplinary actions as covered by District policy.

XV. **On-Road and Off-Road Vehicle Idling**

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. 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.

Idling off-road diesel vehicles for more than 5 minutes is allowed under the following conditions:

- When queuing
- To verify that the vehicle is in safe operating condition
- For testing, servicing, repairing, or diagnostic purposes
- Idling necessary to accomplish work for which the vehicle was designed such as operating a crane
- Idling required to bring the machine system to operating temperature
- Idling to provide air conditioning/heat to ensure the health and safety of the operator

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

Idling of on-road heavy duty diesel vehicles for more than 5 minutes is allowed under the following conditions:

- When stuck in traffic
- When necessary for inspecting or servicing the vehicle
- When operating a power take-off device (i.e., operating a lift, crane, pump, or other auxiliary equipment)
- When the operator cannot move because of adverse weather conditions or mechanical failure area)
- When the truck's engine meets the optional NOx idling emission standard and is located beyond 100 feet from any residential area.
- When necessary to provide air conditioning/heat to prevent a safety or health emergency.

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Gasoline vehicles may be idled in excess of 15 minutes under the following conditions:

- Up to 30 minutes during lunch breaks unless located at a facility with a break room
- 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 XV.

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
- More than twice a week = Coaching
- More than three times a week = Progressive Discipline

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ACKNOWLEDGEMENT

I have read and agree to the requirements and expectations of the Vehicle Use Policy for the Eastern Municipal Water District. I have received a copy of the policy and agree to abide by the policy and guidelines as a condition of my employment and my continuing employment at the Eastern Municipal Water District.

I understand that if I have questions, any time, regarding this policy, I will consult with my immediate supervisor or Human Resources Department. I give permission for Eastern Municipal Water District, or its representative, to secure my driving record at any time.

Name (please print)

Signature

Employee Number

Date