

OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
USE OF DISTRICT VEHICLES AND CAR ALLOWANCE	14	7/1/85	10/5/11

PURPOSE

To prescribe rules and regulations for the use of District vehicles by Directors and employees of the District and the provision of a car allowance for certain executive employees.

BACKGROUND

Certain District vehicles are made available for use by designated employees and Directors during business hours and in some instances during off-duty hours. Executive staff may be provided a vehicle allowance in lieu of the availability and use of District vehicles.

POLICY

The following rules shall apply to the use of District vehicles:

1. Executive Management

Certain District vehicles are assigned to specific executive management employees on a 24-hour basis, including personal use. These vehicles are provided pursuant to employment agreements authorized by the Board of Directors or General Manager. A list of District vehicles assigned to District employees is maintained by Human Resources.

2. Automobile Allowance

Executive staff consisting of Department Chiefs and Assistant General Managers may be provided a vehicle allowance, in lieu of a District vehicle, as determined by the General Manager. These employees shall be required to maintain automobile insurance at the minimum levels required by state law. These employees shall use their personal vehicles to conduct District business within San Diego County and may only use District vehicles for business trips out of San Diego County, or in unusual circumstances (i.e., 4-wheel drive necessary).

When using their personal vehicles, all operating expenses are to be borne by these employees.

3. Certain District service vehicles are assigned to specific management, supervisory, and crew leader positions on a 24-hour per day basis for emergency purposes. A list of District service vehicles assigned to District employees is maintained by Human Resources. Such personnel are authorized to use the vehicles assigned to them day or night to respond to District business requirements.

**OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
USE OF DISTRICT VEHICLES AND CAR ALLOWANCE	14	7/1/85	10/5/11

Each person is also authorized to use the vehicle for transportation to and from his residence and to store the vehicle at his residence when the vehicle is not being used for District business. Certain management, supervisory and crew leaders may also use the vehicle for educational activities, personal errands during lunch breaks and on their way to and from work, and for medical appointments occurring during work hours. Other use of such vehicles is not authorized. Transportation of non-district personnel for non-district business requires the approval of the General Manager or designee. Employees must comply with all District policies, procedures and must remain sensitive to the public's perception of them while using District vehicles. The transportation of firearms, ammunition, explosives, hazardous materials, alcoholic beverages or illegal drugs is strictly prohibited.

Each employee assigned a District vehicle is responsible for Social Security and income taxes relating to the commuting value and will comply with Internal Revenue Service regulations relating to de minimis use.

4. Use of other District vehicles (i.e., pool vehicle) outside of normal business hours may be made only upon prior approval of the General Manager or designee.
5. Use of any District vehicle outside of San Diego County may be made only with the prior approval of the General Manager or designee.
6. District employees may use District pool vehicles only for transportation required to perform their official District duties. Authorization must be obtained from General Manager or designee to transport non-District personnel in pool vehicle while on District Business.
7. Only when a District pool vehicle is not available, may District employees, other than those mentioned in paragraph "1" above, use their own private vehicles for transportation required to perform their official District duties, and only if the employee maintains automobile insurance in at least the minimum amounts required by state law and a valid California driver's license. Private motor vehicles may not be used for any business purpose if the above insurance and license requirements are not in place. In such instances, the employee shall receive reimbursement for mileage at the established IRS rate. Authorization must be obtained from the General Manager or a designee to transport non-District

OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
USE OF DISTRICT VEHICLES AND CAR ALLOWANCE	14	7/1/85	10/5/11

personnel in one's own private vehicle while on District Business.

8. The use of tobacco products, as defined in Board Policy No. 19, is prohibited in all District vehicles, including those assigned to an employee and all vehicles available to employees for general District business such as pool vehicles, utility trucks, Vactor trucks, heavy equipment, etc.
9. While driving, all activities that would distract an employee from driving a District vehicle safely are prohibited (i.e., eating and drinking). The use of a cell phone, while driving, must comply with state law. Text messaging, email, and other forms of electronic communication are prohibited in a moving vehicle. Passengers are also discouraged from the above activities when they are needed to assist a driver to safely maneuver a vehicle. Occasional snacks are acceptable as long as it does not distract the driver or passenger from the primary task of driving or assisting the driver.