

## SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

<b>Policy Name:</b>	<b>2046 - DISTRICT VEHICLE USAGE</b>		
<b>Approval Authority:</b>	SPMUD BOARD OF DIRECTORS	<b>Adopted:</b>	
<b>Resolution No.</b>	15-23	<b>Revised:</b>	

### PURPOSE

The purpose of this policy is to define and describe the usage parameters related to the operation of District vehicles by District employees.

### POLICY STATEMENT

#### **Section 1.** General

To ensure the safety and wellbeing of District employees, along with facilitating the efficient and effective use of District resources, with minimal liability to the District this policy establishes standardized requirements and procedures for all District employees who drive a motor vehicle, including over the road equipment, in the course of District business. In this policy, the term vehicle shall be defined as any motor vehicle including over the road equipment.

#### **Section 2:** Authorization

An employee must have written authorization from his/her Department Manager to operate a District vehicle of any type. The Department Manager shall submit copies of the Vehicle Use Policy sign off form for each authorized employee along with current documentation of the employee's driver's license to be included in the employee's personnel file. The Department Manager shall submit current records for commercially licensed employees to keep personnel files current.

#### **Section 3:** Required Licenses

To operate a District vehicle, an operator must be an employee of the District and must possess a valid State of California Driver's License. This license must be the appropriate license for the equipment to be operated.

In the event the employee's license is suspended for any reason, that employee shall promptly notify the Department Manager with written notice within one working day and a copy of that notice shall be forwarded to the employee's personnel file. The employee shall not operate a District vehicle during the term of the stipulated suspension.

#### **Section 4:** Laws

The Driver and all occupants must wear seat belts at all times when operating any District vehicle. Drivers will not use mobile telephones or other hand-held personal communication devices to talk or text while the vehicle is moving. This does not include 2-way radios installed in District vehicles for use in communicating company business.

The Driver must obey all traffic laws at all times. It is incumbent upon all operators to immediately report to their supervisor any traffic infractions that occur when driving a District vehicle.

**Section 5:** Vehicles Assigned for Personal use

Other than the foregoing uses, District vehicles will not be used for any personal purposes without prior written approval.

During working hours, trips for personal purposes will be avoided. Occasionally, stopping at a store en-route to a business destination, or going to a restaurant (within close proximity of your work location) for lunch is permitted. While going to or from work, occasionally stopping to buy groceries, pick up laundry, medications, etc., is also permitted.