

CALAVERAS COUNTY. RESOURCE CONSERVATION DISTRICT  
VEHICLE USE POLICY

~~<keep insurance validation on file down at the office or what about CSDA> or learn if insurance is required~~

Purpose

Calaveras County Resource Conservation District (CCRC) owned or leased vehicles are available for the use of district staff while conducting district business.

Policy and Procedure

Approved Uses:

District Owned or Leased Vehicle Use

~~September 20, 2018~~

Insurance:

District ~~staff requiring the use of a district vehicle will be added~~~~will employee must be added~~ to the district insurance policy as a driver.

Special Provisions:

When using district vehicles, adhere to the following provisions:

- Smoking or use of tobacco products is prohibited
- Driver and passengers must observe state seat belt laws
- Use of cell phones (talk or text) is prohibited while driving unless vehicle is equipped with hands-free technology (ie. Bluetooth)
- Passengers are only allowed under the following circumstances:
  - o Passenger is over the age of 18
  - o Passenger must be traveling in the course and scope of their employment (i.e. partners, contractors)
  - o No volunteers or general public
- ~~Staff Must enters fill out mileage log with~~ date, mileage start and end, purpose of trip, grant to be billed, and initials of the driver into the mileage log
- Fill gas tank when ¼ tank remaining
- Immediately notify Human Resources Coordinator if there are any issues, concerns or maintenance required

Use of Personal Vehicle for District Purposes

Approved Uses:

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District staff ~~may are allowed to~~ use their private vehicles for official business ~~when any time there is~~ a requirement or expectation ~~exists to that they~~ attend a meeting, event or activity on behalf of the District.

#### Insurance:

District staff using their personal vehicle to perform their job, whether or not they are claiming mileage reimbursement, are required to hold a valid driver's license showing evidence of possessing the minimum amounts of insurance as specified by California law.

In the case of an accident or claim, the driver's personal liability insurance will prevail, ~~with and the~~ RCD's insurance ~~as will be~~ secondary.

#### Mileage Reimbursement:

Authorized mileage shall be reimbursed using the IRS standard mileage rate, ~~set annually by the Internal Revenue Services~~. Reimbursement will be authorized as follows:

- Staff required or expected to use their private vehicle for the performance of their job will be eligible for reimbursement, with the exception that an individual shall not be eligible for reimbursement of commute mileage to and from home and their normal place of work on a regular day of work.

o ~~Mileage r~~Reimbursement-of-mile ~~is will be~~ based on ~~ff~~ the shortest distance.

Mileage will be reimbursed for the round-trip distance between the individual's worksite and the location of the business function being attended. If individuals depart from or return to their home instead of their work site, only the miles in excess of the normal daily commute can be claimed as an expense.

#### Examples when staff is using own vehicle:

Example 1: An individual travels from the main office to a meeting at Hubbs Center. The individual then stops for lunch on the way to another meeting at Rondo Library. Finally, the individual returns to the main office. The entire mileage for this trip can be reimbursed.

Example 2: An individual travels from home to a conference or meeting and back to home again. The total trip (RT) was 65 miles. The individual's normal RT commute to the main office is 10 miles. In this case 55 miles can be reimbursed.

Example 3: An individual travels from the main office to attend meetings at several locations and then returns home. The normal commute to the office is 5 miles one-way. Mileage reimbursement is calculated as follows:

|                                    |                        |
|------------------------------------|------------------------|
| Trip 1 - main office to location A | 10 miles reimbursed    |
| Trip 2 - location A to location B  | 15 miles reimbursed    |
| Trip 3 - location B to home        | 2 miles not reimbursed |

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#### Other Reimbursement:

Certain other costs associated with personal vehicle use may be reimbursed, provided receipts are submitted to substantiate the claim.

- Staff are eligible for reimbursement of actual costs associated with parking and toll bridges in conjunction with authorized use of their vehicle for District business, but are not eligible for reimbursement for costs associated with using an optional toll road or lane
- Staff are eligible for reimbursement of vehicle rental costs associated with an authorized and approved travel request.
- In the event that an alternate/longer route must be taken due to a road closure/construction the individual must notify their supervisor that an alternate route was taken to be eligible for reimbursement. ~!J

~~Bob Dean, President~~

~~Board of Directors~~

- ~~Calaveras County Resource Conservation District~~

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