

San Gorgonio Pass Water Agency
Agency Vehicle Use Policy
March 2009

I. Purpose

The purpose of this policy is to govern the use of Agency-owned vehicles and to minimize the personal use of these vehicles.

II. Authorization

The positions currently authorized to utilize Agency vehicles on a regular basis, including commuting, are the General Manager and the Operations and Maintenance Manager. It is the finding of the Board of Directors that the vehicle assigned to the General Manager is considered a “perk” of the position, and that the vehicle assigned to the Operations and Maintenance Manager is considered necessary in order to perform his job function. Each of these positions has an appropriate vehicle assigned to it. The vehicle assigned to the Operations and Maintenance Manager shall be a truck equipped to drive off-road.

III. Taxes

The Finance Manager shall ensure that the Agency complies with all tax laws regarding use of Agency vehicles.

IV. Maintenance

1. The General Manager and the Operations and Maintenance Manager shall be responsible for keeping their Agency vehicles in proper operating condition, including replacing parts and tires, tune-ups, oil changes, etc. Agency funds shall be used for this purpose.
2. Vehicles shall be serviced on a regular basis.
3. The vehicles shall be washed as needed.
4. When vehicles are at the homes of the authorized drivers, they shall be parked in a driveway or garage to the greatest extent possible, especially overnight.
5. If major maintenance is required that causes a vehicle to be unavailable for over 48 hours, the General Manager may authorize procurement of an appropriate rental vehicle at Agency expense while maintenance is being performed.

V. Vehicle Use

1. Agency vehicles are intended to be used primarily for Agency business and commuting.
2. Use of Agency vehicles outside of commuting and Agency business is restricted to the following:
 - a. Driving to get a meal.
 - b. Fueling the vehicle.
 - c. Washing the vehicle.
 - d. Driving the vehicle to a maintenance shop.
 - e. Personal use only while on the way to or from work, such as to drop off or pick up a child at school, or during lunch if a personal errand must be run.
 - f. Emergency use.

3. Individuals who are not Agency employees are not to drive Agency vehicles other than in an emergency or an extraordinary medical circumstance.

VI. Use of Vehicles by Other Employees

Employees other than those noted above may drive Agency vehicles on Agency business as directed by the General Manager.

VII. Vehicle Operation

1. Agency vehicles shall at all times be operated in conformance with local traffic laws and in a safe and lawful manner.
2. Proof of insurance shall be kept in Agency vehicles at all times.
3. If the driver of an Agency vehicle receives a traffic ticket, the driver is responsible for paying the fine or any other punishment issued by local law enforcement. Any moving violation shall be reported to ACWA JPIA as required by ACWA JPIA rules, and to the Board of Directors. The violator may petition the Board of Directors at a regularly scheduled board meeting to have the Agency pay the fine. The Board is under no obligation to do so.

VIII. Out of California

1. If an Agency vehicle is to be driven outside of California, authorization shall be obtained in advance from the Board of Directors.
2. An Agency vehicle shall not be taken out of the country without prior authorization from the Board of Directors and without supplemental insurance.

IX. In Case of Accident

1. In the event an Agency vehicle is involved in an accident, the accident shall be reported to the local authorities, if required.
2. The driver shall obtain insurance information from owners of all other vehicles involved in the accident, if possible.
3. The driver is responsible for reporting the accident to the General Manager, who shall submit a report of the accident to the Agency's insurance carrier and any other written reports required by law.
4. If an Agency vehicle is disabled by virtue of an accident, the General Manager may authorize a rental vehicle at Agency expense as a replacement while the vehicle is being repaired.

X. Insurance

1. The Agency Board of Directors and General Manager are responsible for ensuring that all Agency vehicles are insured as required by law.
2. Additional insurance shall be provided by the Agency as appropriate. This shall be determined by the General Manager.

XI. Abuse of Policy, Driving Record

1. If the Board of Directors finds that this policy is being abused in any way, or if an Agency employee exhibits a poor driving record, the Board may either restrict use of Agency vehicles or take a vehicle away for a period of up to 30 days.

2. If an employee is found to have abused this policy a second time, or exhibits a consistently poor driving record over a period of time, the Board may restrict the use of or take a vehicle away permanently.

XI. Change of Policy

This policy may be changed by the Board of Directors at any regularly scheduled meeting.

Adopted by Board of Directors by vote of 7-0 on March 16, 2009.