

San Geronio Pass Water Agency

DATE: April 15, 2024
TO: Board of Directors
FROM: Lance Eckhart, General Manager
BY: Tom Todd, CFO
SUBJECT: REVIEW AND UPDATE OF AGENCY VEHICLE USE POLICY

RECOMMENDATION

Approve the updated Agency Vehicle Use Policy.

PREVIOUS CONSIDERATION

- Board of Directors – March 16, 2009: The Board reviewed and approved the Agency Vehicle Use Policy.

BACKGROUND

The Agency Vehicle Use Policy establishes the necessary guidelines for the appropriate and safe use of Agency-owned vehicles.

ANALYSIS

While the directives contained in the Agency Vehicle Use Policy would seem to be common knowledge, it is also acknowledged that having written and approved policies protects the Agency from unnecessary legal and financial issues. The Policy outlines the Agency rules and regulations regarding the maintenance, use, operation, and responsibilities of Agency vehicles.

A summarized version of the Policy is also included in the Employee Policy Manual which was recently approved by the Board.

The update includes a minor change to reflect the current title of the Operations Manager. The original title of this position was the Operations and Maintenance Manager. When Mr. Matt Howard was employed, the title was changed to the current one of Operations Manager.

In addition, disciplinary measures have been added to give the General Manager and the Board options for correction in case the usage of the Agency vehicles by an employee does not conform to the Policy.

FISCAL IMPACT

There is no fiscal impact for this action.

ACTION

Approve the updated Agency Vehicle Use Policy.

ATTACHMENTS

Updated Agency Vehicle Use Policy

San Gorgonio Pass Water Agency
Agency Vehicle Use Policy
April 2024

I. Purpose

The purpose of this policy by the Board of Directors (“Board”) of the San Gorgonio Pass Water Agency (“Agency”) 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 are the Agency’s General Manager and Operations Manager. It is the Board’s finding that the vehicles assigned to the General Manager and Operations Manager are considered necessary to perform their job functions. Each of these positions shall have an appropriate vehicle assigned to it. The vehicle assigned to the Operations Manager shall be a truck equipped to drive off-road.

III. Taxes

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

IV. Maintenance

1. The General Manager and Operations Manager shall be responsible for keeping their respective 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. Vehicles shall be washed as needed.
4. If major maintenance is required that causes a vehicle to be unavailable for over forty-eight (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 shall be 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 or during lunch if a personal errand must be run.
 - f. Emergency use.

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

VI. Use of Vehicles by Other Employees

Agency employees other than the General Manager and Operations Manager 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 and the General Manager.

VIII. Out of California

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

IX. In Case of Accident

1. In the event that 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 shall be 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 General Manager shall be 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. The General Manager shall be responsible for making all findings and taking all actions pursuant to this section with respect to Agency employees. The Board shall be responsible for making all findings and taking all actions pursuant to this section with respect to the General Manager. If the Board or the General Manager finds that this policy is being abused in any way, or if an Agency

employee exhibits a poor driving record as determined by the Board or General Manager, the Board or the General Manager may initiate one or more of the following actions:

- a. Counsel or warn the employee that employment may be jeopardized if there are additional violations or accidents.
- b. Shift the employee to a non-driving position, where feasible.
- c. Implement additional controls such as requiring the employee to complete a driver training course.
- d. Install a GPS tracking device or service on the vehicle the employee uses.
- e. Restrict or eliminate use of Agency vehicles for a period of up to 30 days the first time the policy is abused or the Board or General Manager finds the employee exhibits a poor driving record.
- f. Require the employee to be driven by another Agency employee authorized to operate Agency vehicles for all work-related purposes, not including commuting to and from home.
- g. If an Agency employee is found to have abused this policy a second time, or exhibits a consistently poor driving record over a period of time as determined by the Board or General Manager, the Board or the General Manager may restrict the use of or take Agency vehicle use away permanently.
- h. Termination of employment.

XII. Change of Policy

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

ADOPTED AND APPROVED this 15th day of April, 2024.

Mickey Valdivia
President, Board of Directors

ATTEST:

Kevin Walton
Secretary, Board of Directors



UPDATE: SGPWA Policies Review



Board of Directors

April 15, 2024

Policies

“rule or principle that guides decisions”

Personnel Policy Manual Approved	Capitalization Policy – inform Reviewed	Credit Card Policy - inform	Investment Policy – inform Reviewed
Invocation Policy – inform Reviewed	Medical Reimbursement – inform/review	Procurement Policy - update Approved	Records Retention - inform
Reserve Policy - inform	Social Media Policy – inform/review	Director’s Travel Policy – review	Director’s Technology Policy - inform
Staff Travel Policy - Review	Computer Security Policy - inform	Vandalism Policy - new	Vehicle Use Policy – update In Process

Purple Boxes - Operations Policies

Green Boxes - Financial Policies

Black Boxes - Board Policies