

CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

VEHICLE USE POLICY

District Owned or Leased Vehicle Use

September 20, 2018

Approved Uses:

Calaveras County Resource Conservation District (CCRCD) owned or leased vehicles are available for the use of District personnel conducting District business.

Insurance:

District employee must be added to District insurance.

Special Provisions:

When using District vehicles, adhere 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:
 - Passenger is over the age of 18
 - Passenger must be traveling in the course and scope of their employment (i.e. partners, contractors)
 - No volunteers or general public
- Must fill out mileage log with date, mileage start and end, purpose of trip and grant to be billed and initials of the driver
- 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:

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

Insurance:

Employees 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 and show 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 and the RCD's insurance will be secondary.

Mileage Reimbursement:

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

- Employees required or expected to use their private vehicle for the performance of their job will be eligible for reimbursement, with the exception that an employee 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.
 - Reimbursement of miles will be based off the shortest distance. Mileage will be reimbursed for the round-trip distance between the employee's worksite and the location of the business function being attended. If employees 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 employee travels from the main office to a meeting at Hubbs Center. The employee then stops for lunch on the way to another meeting at Rondo Library. Finally, the employee returns to the main office. The entire mileage for this trip can be reimbursed.

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

Example 3: An employee 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

Other Reimbursement:

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

- Employees 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.
- Employees 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 employee must notify their supervisor that an alternate route was taken to be eligible for reimbursement.

Bob Dean, President
Board of Directors
Calaveras County Resource Conservation District