

I. PURPOSE

To establish guidelines for persons who drive Agency non-revenue vehicles.

II. POLICY

Agency non-revenue vehicles shall only be used for authorized business purposes. Vehicles may not be used for personal purposes.

Persons who operate Agency non-revenue vehicles must obtain and possess an Agency driver's permit, maintain a valid California driver's license of the appropriate classification for the vehicle being operated, and sign an Agency vehicle user agreement.

In keeping with the Agency's no-smoking policies, smoking is not permitted in Agency vehicles (see Policy No. 418, Smoking).

III. PROCEDURE

Except for persons who have successfully completed the Agency's driver training program for new employees (e.g., bus operators), persons are required to successfully complete a defensive driving class.

In order to obtain an Agency driver's permit, a person will be scheduled by their supervisor for the appropriate training with the Training and Staff Development Department. Permits will be issued by the Agency Personnel Department, at which time the person will be required to sign a vehicle user agreement.

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Use of Agency Non-revenue Vehicles, Continued

Due to the nature of their work assignment, Agency employees may be assigned an Agency non-revenue vehicle. This assignment may involve use only during working hours or, with approval of the General Manager, may include the vehicle being in the person's possession on a full-time [twenty-four (24) hour a day] basis. Persons who are assigned an Agency non-revenue vehicle on a full-time [twenty-four (24) hour a day] basis may, with the prior permission of their Director, utilize the vehicle to transport other Agency employees to and from work.

Persons driving Agency non-revenue vehicles must obey the California Vehicle Code and all other applicable laws, and drive in a safe and courteous manner. They must not operate an Agency non-revenue vehicle while under the influence of any alcoholic beverage or drug, or under the combined influence of any alcoholic beverage and drug (see also Policy 416, Drug Free Workplace Act and Policy No. 421, Substance Abuse).

Any person who is in an accident or who receives a citation while driving an Agency non-revenue vehicle must report the incident to the C.A.R.S. Office immediately. In case of an accident, they must follow all departmental procedures and complete a written accident report. Accident reports must be signed by the person's supervisor and turned in to the C.A.R.S. Office within twenty-four (24) hours.

When unattended, Agency non-revenue vehicles must be left legally parked with doors locked and windows rolled up.

Misuse of Agency non-revenue vehicles, including driving without a valid Agency permit or California Driver's License and/or violations of the California Vehicle Code and other applicable laws, may result in disciplinary action, up to and including termination.

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