

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Use of Private Vehicles on District Business
POLICY NUMBER: 2095
ADOPTED: January 26, 1998
REVIEWED September 26, 2011, June 21, 2016
AMENDED: January 26, 2015

2095.10 Unless specifically authorized by the General Manager, an employee will not use his/her personal vehicle on District business.

2095.20 In circumstances when, at an employee's request, use of a private vehicle is authorized, an employee who uses his/her own vehicle for District business will meet the following criteria:

2095.21 Must possess a valid California motor vehicle driver's license and possess a good driving record acceptable to the District's insurance carrier. The employee will submit a copy of a valid driver's license and will accept the responsibility to notify the District of changes in driving privileges.

2095.22 Must possess insurance coverage meeting the minimum coverage requirements as set forth by the District's insurance carrier for the use of private auto on District business.

2095.23 Will submit a copy of personal insurance policy indicating the insured vehicle, policy period and coverage limits and will accept the responsibility to notify the District of changes in personal insurance coverage.

2095.24 The employee will sign with the General Manager as a witness a statement of acknowledgement as outlined in "Attachment 2095-1" as appears on Page 3 of this policy.

2095.30 The employee will be reimbursed at the District mileage reimbursement rate as established by Policy 1060 – Miscellaneous Fee Schedule. Mileage rate paid reimburses the employee for all costs associated with private vehicle usage on District business.

2095.40 Violation of these requirements or an employee not in compliance with the Motor Vehicle

Driving Record policy will result in the employee not utilizing private vehicle(s) for District business in the future.

2095.50 Any employee authorized to use his/her private vehicle on District business shall report to the District any citations received or accidents occurring during the use of their private vehicle on District business.

***MCSO 2095 USE OF PRIVATE VEHICLES ON DISTRICT BUSINESS
APPENDIX A – PERSONAL USE VEHICLE AUTHORIZATION FORM***

Date: _____

I, _____, understand that by requesting to utilize my personal vehicle to conduct District business, I agree to and have met all of the criteria as outlined in Policy 2095. I further understand that should an accident occur during my travels for District purposes, I realize that my personal vehicle insurance will pay first for any accident. I am also aware that liability in excess of my personal insurance coverage will be covered by Special District Risk Management authority.

(Employee Signature)

Witness: _____
(Signature)