

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Use of District Vehicles, Facilities and Equipment
POLICY NUMBER: 2150
ADOPTED: December 08, 1997
REVIEWED: March 13, 2019
AMENDED: January 27, 2014, April 8, 2019

2150.10 McCloud Community Services District vehicles, facilities and equipment are to be used for District business only. Seat belts must be worn at all times by anyone driving or riding in District vehicles.

2150.20 All District vehicles/equipment, with the exception of the vehicle to be utilized by the assigned On-Call Operator, shall be stored and locked in the District yard after normal working hours unless authorized by the General Manager/Public Works Superintendent.

2150.30 Any employee assigned a District vehicle may not use the vehicle for personal purposes other than for commuting or limited incidental personal use (such as a stop for a brief personal errand on the way between a business activity and the employee's home). A District vehicle may be used for the purpose of going to lunch with the provision that an employee is performing duties that require him/her to be away from the office during the lunch period. The area for such use is limited to the McCloud CSD service area.

2150.40 An employee may be assigned the District vehicle to run errands for the District or attend District business related meetings. The specific needs of the District at the time will determine the most cost effective and efficient destination for errands.

2150.50 The only exception to personal use restrictions of District vehicles will apply to the Duty Operator. The Duty Operator will ensure that his/her assigned District vehicle is available for immediate response and may operate the vehicle for limited incidental personal transportation within District boundaries. He/she will not transport any unauthorized persons when operating the vehicle.

2150.60 All employees of the District will be placed on the Department of Motor Vehicles Pull Notice list. Employees must review and sign their DMV Pull Notice.

2150.61 An employee required to drive District vehicles must maintain a valid driver's license and an acceptable driving record as required by the District's vehicle insurance carrier.

2150.70 Any misuse of District vehicles or violation of these rules and regulations is cause for disciplinary action, up to and including termination.