



TAHOE-TRUCKEE SANITATION AGENCY

POLICIES AND PROCEDURES

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POLICY NUMBER: XXX
EFFECTIVE DATE: February 15, 2023
REVISED DATE: N/A
SUBJECT: VEHICLE USAGE POLICY

I. **PURPOSE:**

This policy establishes procedures for use of Agency-owned pool vehicles, and for privately-owned vehicles operated for Agency business.

II. **POLICY:**

A. Employee Driving Standards

Employees whose duties necessitate driving in the course of employment are required to maintain an acceptable driving record, and must meet established minimum standards for purposes of insurability.

B. Use of Agency Vehicles

Agency-owned vehicles are not to be used for private transportation or personal business (except as described herein). Agency vehicles must be parked at the plant site when not in use so they can be available to authorized personnel for any valid business-related purpose.

III. **PROCEDURE:**

A. Use of Agency-Owned Vehicles

The Department Manager may authorize an employee to use an Agency vehicle for temporary use, including standby duty.

Authorization to use an Agency vehicle to regularly commute between the employee's home and place of work is not permitted, except with prior authorization by the General Manager.

An employee using an Agency vehicle must comply with the following:

1. An employee may be authorized to use an Agency vehicle for transportation between the employee's home and the work place. Such authorization will only be made where the employee is subject to call-back or standby duty during non-working hours. Agency vehicles that are taken home pursuant to this authorization shall be used for call-back and standby duty

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assignments; to attend Agency related business functions during non-business hours, and to travel to and from work. Except for commuting between the employee's home and employee's workplace, an Agency vehicle shall not be used for personal use, whether during or outside of working hours (except as described herein).

2. When an Agency vehicle is assigned for regular usage by certain personnel, based on Internal Revenue Service regulations, the use of an Agency vehicle may be a taxable fringe benefit. Such usage includes the value of regular commuting to and from work in an Agency vehicle. The value of the fringe benefit must be included in wages and is subject to income and employment taxes. Commuting between the residence and the principal place of business can be considered non-business travel or personal use regardless of whether it is required by the Agency.
3. When an Agency vehicle is assigned for regular usage by certain personnel, it may be utilized for normal business activities, travel to and from work, call-outs, attendance at professional meetings, training programs, seminars and/or conferences, and for attendance at community and regional meetings, events and/or functions related to the employees' official capacity. The vehicles will be clearly marked as Agency-owned.

Where any employee has been authorized to take home an Agency vehicle, vehicles may only be used for incidental "de minimus" personal use (e.g., a stop for a personal errand on the way between a business activity and the employee's home) in conjunction with the daily commute. Otherwise, the Agency vehicle must be used only for official Agency business or the return commute to place of business. Use of a take-home vehicle while on vacation is strictly prohibited. Transporting of family members in Agency owned vehicles is also prohibited.

4. Agency vehicles are available in most departments for periodic business usage. When driving Agency vehicles, employees are authorized to carry non-employee passengers only for the conduct and facilitation of Agency business as provided in this policy.
5. Only Agency employees are authorized to operate Agency-owned vehicles. In special, limited circumstances, the Agency-owned vehicle may be operated by someone other than an Agency employee (e.g., vehicle servicing by outside vendor, valet parking, etc.).
6. Except where such persons are also employees of the Agency, under no circumstances shall family members or friends be transported in Agency-owned vehicles, including those that are authorized for use commuting to and from the Agency or designated for call-back or standby duty.
7. Employees may be eligible on a limited basis to request to take an Agency vehicle home (e.g., when going to/returning from a seminar that necessitates the employee to leave early/return late in the day, and when on standby). This privilege may be granted on a case-by-case basis subject to the approval of the General Manager and may be revoked at any time.

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8. When utilizing an Agency vehicle for business-related travel, the vehicle may be used to attend meals and other activities directly related to the training, conference, or other business-related travel function.
9. All vehicles shall be appropriately marked with Agency identification unless specifically authorized by the General Manager.
10. When using Agency vehicles, employees shall not abuse the vehicle in any way and must report any mechanical problems immediately to the Agency mechanic. Employees authorized to use an Agency vehicle must ensure the vehicle is kept clean at all times. The employee must also ensure the interior of the vehicle is kept clean and free from debris.
11. No smoking is permitted in Agency vehicles. No alcoholic beverages or illegal drugs shall be transported or consumed in Agency vehicles.

B. Use of Privately Owned Vehicles

There are times when the employee's use of their personal vehicle for business purposes is preferable, e.g., because an Agency-owned pool vehicle is not available or because the use of a privately owned vehicle is deemed more efficient. When such is the case, employees must comply with the following:

1. An employee may use their privately-owned vehicle for business-related purposes upon written authorization by their department manager.
2. Employees who use their privately owned vehicles for Agency business must ensure their insurance is in effect on such vehicle.
3. It is the responsibility of the employee utilizing their privately owned vehicle to maintain accurate records of the purpose and extent of their travel, and to make substantiated claims for reimbursement per the Agency's reimbursement policy. The vehicle mileage allowance is intended to cover all the employee's costs of operating the vehicle on Agency business, including the cost of insurance, insurance deductibles, fuel, maintenance, and related expenses.
4. The Agency is not liable for any damage to an employee's privately owned vehicle.

C. General Guidelines

1. Employees shall obey all Federal, California, and local laws while operating either Agency-owned or privately-owned vehicles on Agency business. Agency employees shall wear seat belts at all times while operating an Agency vehicle or a private vehicle on Agency business.
2. Employees shall refrain from engaging in any conduct that may cause distraction while they are

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operating an Agency-owned vehicle or privately-owned vehicle in the course of conducting Agency business. That is, employees driving on Agency business should avoid operating telephones, laptop computers, etc.

3. Employees who drive as part of their job must immediately report to their direct supervisor or manager any driving violation, citation, accident, or incident that may result in a suspension or revocation of their driver's license, or that results in violation points on their driving record.
4. Abuse of Agency vehicles, moving violations, reckless operation, or negligent actions while operating any Agency vehicle or private vehicle on Agency business may result in disciplinary action up to and including termination of employment.
5. Under no circumstances shall an Agency employee who is involved in an accident while on Agency business make a private settlement with an adverse party, regardless of how minor the damage may be. Instead, the employee must report any such accident or incident to their supervisor or manager.
6. Upon the occurrence of a work-related auto accident, the Agency employee must not tell the other party that the Agency will make repairs to the vehicle or property of the other party, or in any other way admit any liability.

D. Driver's License and Driving Record

1. To be eligible for authorization to use an Agency-owned, or privately-owned, vehicle on Agency business, the employee must possess a valid driver's license that is appropriate to the class of vehicle driven. For job classifications requiring driving, or requiring a specific type of driver's license, suspension or revocation of the driver's license may subject the employee to disciplinary action up to and including termination of employment.
2. The Agency shall enroll employees who operate Agency-owned vehicles on Agency business in the Department of Motor Vehicles (DMV) Pull Notice Program, for the review of the status of the employee's driver's license.

IV. RESPONSIBILITY FOR REVIEW:

Human Resources shall review this policy as needed.