



Policy

Number:	P100-17-1	Type of Policy:	Administration
Title:	Driving on District Business		
Description:	Establishes requirements for the use of District fleet and an employee's private vehicle during the course of District business.		
Original Adoption:	05/04/17	Reviewed:	06/20/19
Review Cycle:	5 years	Resolution No.:	08-17

The Scotts Valley Water District sets and maintains requirements related to the use of the District fleet for employees who drive on the job and to the use of an employee's private vehicle during the course of District business.

Any employee who operates a District owned or privately owned vehicle for District business is required to possess a valid California Driver's License. Employees who drive their private vehicle on District business must possess automobile insurance and are responsible for any damage to their vehicle.

All applicants for District positions that require operation of a motor vehicle will be required to provide (at the applicant's expense) a current driving record from the California Department of Motor Vehicles. Applicant is ineligible for employment if during the preceding 36 months the applicant had:

1. More than two moving violations; *or*, 2. More than two at-fault accidents; *or*, 3. More than the combination of one moving violation and one at-fault accident.

District vehicles will be used exclusively for District business. Employees must drive vehicles and equipment defensively and take actions that will convey a favorable impression to the public. Persons not employed by the District, may be carried as passengers only when their transportation has a direct connection with District business.

Safety restraints must be worn by all occupants at all times. All California laws must be obeyed while operating or as a passenger in a District vehicle or when using their personal vehicle on District Business. Employees are required to travel to and from job sites using the most direct and practical route. Stopping to conduct personal business is prohibited.

At the discretion of the General Manager or designee, employees working in the field and using District vehicles may stop for designated lunch and break periods when the employee is in route to or from the worksite.

When attending a work-related event at an off-site location, employees may be authorized to take home a District vehicle on a one-time basis; if it would be unreasonable or excessively burdensome (due to either the timing or the location of the event) for the employee to avoid taking home the vehicle overnight.

Any employee who is involved in an accident while driving a District vehicle must immediately notify both law enforcement and their manager/supervisor.

The District is responsible for ensuring that regular and temporary employees who operate District vehicles are enrolled in the California Department of Motor Vehicles' (DMV) Employer Pull-Notice Program and for maintaining all California DMV Employer Pull-Notice Program documents. The appropriate supervisor will be notified immediately of any change in the status of an employee's license or other action which affects the employee's ability to perform their job requirements or which may require action by the District.

On-call vehicle is a District vehicle that is readily available for a designated on-call employee to respond quickly when called out. The on-call employee may use the on-call vehicle to commute to and from work during the on-call assignment. The on-call employee may stop in route during the commute for a meal or at a grocery or convenience store. On-call vehicles will not be used to conduct personal business.

On-call vehicles may only be driven by authorized District employees and will not be used to transport non-District employees, except when required to conduct District business. Family members of the employee are considered non-District employees.