

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Personnel	Policy # 2013-01
Title:	District Pool Vehicle Policy	

PURPOSE

To provide consistent guidelines for the assignment and proper use of Rancho Murieta Community Services District (“District”) owned pool vehicles (“District Pool Vehicle”) by District employees.

OVERVIEW

District owned pool vehicles will be made available for current employees to use while conducting District business. A District Pool Vehicle is defined as any non-department specific vehicle (i.e., not a Security or Water/Sewer department vehicle) made available to District employees for transportation to/from District related business and/or activities. Check-out of a District Pool Vehicle will be managed by the Administration Department. Department managers are responsible to insure that the use of District Pool Vehicles is confined to official District business.

POLICY

1. Only current District employees with a valid driver’s license may drive or operate District Pool Vehicles.
2. District Pool Vehicles shall be used for official District business with reasonable consideration for use for meals, etc., while in the course of performing business on behalf of the District.
3. District Pool Vehicles shall not be taken home by District Employees for any reason.
4. A District employee desiring to use a District Pool Vehicle in the performance of District business must complete the District Pool Vehicle Check-out Log, which is kept and maintained by the Administration Office Assistant at the front desk in the Administration building, specifying the purpose of the vehicle use, name and location of the destination, odometer reading at check-out and odometer reading upon return of the District Pool Vehicle keys to the Administration Office Assistant.
5. An employee receiving a moving violation while driving a District Pool Vehicle has an obligation to immediately (within 24 hours)

inform their department manager. Fines for moving or parking violations are the personal responsibility of the assigned employee. The District will not condone nor excuse ignorance of traffic citations that result in a court summons being directed to itself as owner of the vehicle. Court appearances shall be on the employee's personal time.

6. Fees for parking and tolls or costs for gas refilling should be reported on the employee's weekly timesheet.
7. District Pool Vehicles are kept in running condition. If the vehicle breaks down, please contact the Administration office for towing assistance.
8. If the employee is involved in an accident, please immediately notify the Administration office after first notifying the appropriate law enforcement agency by calling 911. Please complete the accident report form found in the glove compartment.
9. Employees are responsible for reporting unsafe operations or working conditions identified or observed while driving a District Pool Vehicle upon return of the vehicle to the Administration department.
10. The employee is responsible for cleaning the District Pool Vehicle of any personal belongings and trash or debris after use.

Approved by Rancho Murieta Community Services District's Board of Directors	January 16, 2013
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