



**TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTOR STAFF REPORT**

AGENDA TITLE: Adoption of Policy Instruction (PI) 215 – District Vehicle Use Policy and PI 215.1 – Motor Vehicle Record and Insurability Standards Policy

MEETING DATE: March 25, 2020

PREPARED BY: Kevin Smith, General Manager

RECOMMENDED ACTION: Approve by Consent. Staff recommends Board approval of PI 215 – District Vehicle Use Policy and PI 215.1 – Motor Vehicle Record and Insurability Standards Policy, formalizing practices and policy on the use of District vehicles and vehicle use by employees.

DISCUSSION: Staff has been working to formalize practices and procedures for the operation and use of District vehicles. Staff would like to present the attached Policy Instructions for Board approval. Much of the content of this policy are best practices District employees have adhered to and operated under for some time but have not formalized into an organized Policy Instructions. This effort will assist with staff training, transparency, and consensus around the use of District Vehicles and access to and review of motor vehicle records.

FISCAL IMPACT: There is no specific fiscal impact to this policy. Implementation of all provision of this policy are accounted for each year in the District Budget

SAMPLE MOTION(S): Consent Item. No formal motion is necessary.

ATTACHMENTS:

PI 215 – District Vehicle Use Policy

PI 215.1 – Motor Vehicle Record and Insurability Standards Policy

Assigned Vehicle Use Agreement