

TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

PI NUMBER 215 – District Vehicle Use Policy

Effective: March 25, 2020

SUBJECT: The purpose of this policy is to define and describe the conditions related to the use of District vehicles by District employees. The objectives are as follows:

1. Ensure the safety and well-being of District employees.
2. Facilitate the efficient and effective usage of District resources.
3. Minimize liability to the District.
4. Establish standard requirements and procedures for all District Departments and employees who drive a vehicle in the course of District business.

SCOPE: The standards apply to all District employees to whom the District grants the privilege of operating a District owned, leased, or rented vehicle. Administration of these provisions is the responsibility of each Department under the Direction of the General Manager. The Operations and Maintenance Department Director is the designated Fleet Manager for all District vehicles and equipment.

GENERAL VEHICLE USE

The District reserves the right to approve and deny any employee the use of a District vehicle and may choose not to indemnify any employee who fails to adhere to vehicle use policies and procedures. Any District employee that does not adhere to this policy and corresponding procedures may be subject to appropriate disciplinary action up to and including termination. Employees shall be subject to the following:

1. In order to be authorized to operate a District vehicle, an operator must be an employee of Truckee Tahoe Airport District and must possess a valid CA Driver's License. This license must be the appropriate license for the vehicle to be operated. New employees who have an out of state driver's license shall have 60 days to secure a CA Drivers License.
2. The employee must sign the Truckee Tahoe Airport District Driver's License and Driving History Information authorization form and be deemed as insurable based on the standards outlined in the Truckee Tahoe Airport District Motor Vehicle Record and Insurability Standards.
3. In the event an employee's driver's license is suspended for any reason, the employee shall promptly notify the Department Head with written notice within one working day and a copy of that notice shall be forwarded to the Administration/Finance Department. The employee shall not operate any District vehicles during the term of the stipulated suspension. Please refer to PI 213.1 for further direction.
4. When operating a District vehicle on public streets, the driver and all occupants must always wear seat belts. Drivers of District vehicles must follow all motor vehicle laws, rules of the road, and operate the vehicle in a safe and courteous manner.

5. The use of alcohol, illegal drugs, or any prescription drugs or substances may not be used while operating a District owned vehicle under General Use or Assigned Use.
6. Smoking and vaping is prohibited in District vehicles.
7. Vehicles shall only be operated by District employees who have been granted permission by their Department Head or District Fleet Manager. It is the responsibility of all District employees to report all vehicular infractions issued against them while operating a District vehicle to their Department Head, who will then forward copies to the Fleet Manager and General Manager. Failure to report an infraction in accordance with these provisions may result in immediate suspension or revocation of driving privileges. Payment of any fines or legal costs associated with vehicular infractions incurred while operating a District vehicle shall be the sole responsibility of the driver.
8. In the event of a motor vehicle accident, it is the driver's responsibility to immediately notify the police, their Supervisor, and ensure that an Accident Report is completed at the scene or as otherwise directed by law enforcement. The driver's Supervisor is to notify the Administration/Finance Department immediately. The employee must participate in a drug test as soon as reasonably possible following the accident for any moving violation or for damages estimated at more than \$500.00.
9. No District Vehicles should be used for personal towing.
10. Due to District liability insurance restrictions, personal employee vehicles, including those provided through a vehicle allowance, should not be used on the airport movement or operations areas to conduct official airport business. Employee should only use marked, equipped and certified Airport owned vehicles on the Movement Area and Airport Operations Area.
11. Non-District employees are prohibited from riding in or operating any District-owned vehicles unless authorized by the General Manager and only in limited circumstances. Family members traveling with District employees on District travel and training events are permitted to travel in District vehicles when approved by the General Manager.

DESIGNATED EMPLOYEE USE

1. Fleet Use: District vehicles are assigned by the Department for daily use to perform work related activities. The vehicle is limited to official District business. Reasonable stops may be made while en-route of District operations or during break or lunch periods. The vehicle is garaged at a District facility.
2. On-call Emergency Use: District vehicles may be assigned by the Department for overnight use to an employee for work related activities. Incidental personal use of District Vehicles is also permissible upon Fleet Manager or General Manager approval. Vehicles may be garaged or parked overnight at the employee's residence when the employee is officially on-call.
3. Assigned Vehicle: The General Manager may be assigned a District vehicle by the Board of Directors and the Director of Operations and Maintenance may be assigned a vehicle by the General Manager to allow them to respond to work related activities as required and as determined by the District. Incidental personal use while traveling to and from work is

permissible. The use of alcohol, illegal drugs, or any prescription drugs or substances may not be used while operating an assigned District owned vehicle. Vehicles may be garaged or parked overnight at the employee's residence. The cost of employees' personal use of such vehicles, including commuting to and from work, will be included in employees' income and subject to applicable withholding pursuant to the rules set forth in Treasury Regulation Section 1.61-21 and IRS Publication 15-B. Employees must sign an Assigned District Vehicle Contract which will be placed in the employee's personnel file. Employees must live within a 20 mile radius of the Airport to be eligible for an assigned vehicle unless otherwise approved by the Board of Directors.

4. Vehicle Allowances: When approved by the Board of Directors, the General Manager may elect to receive a monthly vehicle allowance in lieu of an Assigned Vehicle allowing the General Manager to receive compensation for District use of his/her personal vehicle. The allowance rate will be commensurate with market rates for Special District General Managers, City Managers, and County Administrators in California. The General Manager may elect to provide a reasonable vehicle allowance to District Directors if personal use of their vehicles for District business becomes commonplace. In such cases, the General Manager shall find that a vehicle allowance is more effective and efficient for the District and employee than reimbursing for personal vehicle mileage per the IRS Mileage Reimbursement rate.

MAINTENANCE AND CARE OF VEHICLES

1. Each employee using a District owned vehicle shall inspect the vehicle each day prior to usage for damage, inoperable lights, safe tires and any other condition that may be a safety hazard. Any issues discovered as a result of such inspection shall be reported to the fleet manager
2. All District vehicles shall be locked when not in use or when unattended.
3. Proper use, care and cleanliness of the District vehicle is the responsibility of the employee assigned to or utilizing the vehicle. Employee pets are only allowed inside vehicle cabs of Flat Bed Trucks.
4. Each employee assigned a District owned vehicle is responsible for scheduling or returning the vehicle for routine or scheduled maintenance or repairs.

Teresa O'Dette, Board President