



TRUCKEE TAHOE AIRPORT DISTRICT

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DIRECTORS

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**Assigned District Vehicle User Agreement
Truckee Tahoe Airport District**

This is an agreement between the Truckee Tahoe Airport District and _____ for assigned vehicle use. It has been determined that there is significant common practice in your position to be called into work during off hours to resolve situations, respond to incidents, and aid District employees and customers. Incidental personal use of assigned vehicle is allowed to and from work only. 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 15-B. Please review the taxable fringe calculation below.

DRIVERS RESPONSIBILITIES:

Driver Agrees to:

1. Maintain an active, valid, and appropriate driver's license; drive responsibly and adhere to all traffic laws.
2. Notify Human Resources no later than the beginning of your next workday after losing your driver's license through suspension, revocation, cancellation, disqualification or expiration.
3. Abstain from driving an assigned District owned vehicle if you do not have an active, valid and appropriate driver's license.
4. Abstain from the use of smoking, vaping, alcohol, illegal drugs, or any prescription drugs or substances while operating an assigned District owned vehicle.
5. Not use the assigned District vehicle for personal towing.
6. 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. Failure to report an infraction or accident in accordance with these provisions may result in immediate suspension or revocation of driving privileges of the assigned District vehicle. Payment of any fines or legal costs associated with vehicular infractions incurred while operating an assigned District vehicle shall be the sole responsibility of the driver.
7. Prohibit Non-District employees from riding or operating the assigned District vehicle unless authorized by the General manager and only in limited circumstances. The General Manager has approved the dropping off or picking up of employee's children to and from school or daycare while traveling to and from work as an authorized use.

TAXIBLE FRINGE CALCULATIONS:

I Acknowledge that I have read and understand the Driver's Responsibilities noted above. I also agree to abide by all applicable policies, guidelines and laws.

Employee Signature

Date

General Manager or Board President

Date