



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

AGENDA TITLE: Review and Approval of Board Policy Instruction 321 – District Vehicle Use

MEETING DATE: October 26, 2022

PREPARED BY: Kelly Woo – Director of Finance and Administration

Lauren Tapia – Human Resources Manager/District Clerk

RECOMMENDED ACTION: Approve newly created Policy Instruction 321 – District Vehicle Use

DISCUSSION: The purpose of Policy Instruction 321 - District Vehicle Use is to define and describe the conditions related to the use of District vehicles by District employees. The objectives are as followed:

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 while conducting District business.

The Standards apply to all District employees to who the District grants the privilege of operating a District owned, leased, or rented vehicle. Administration of the provisions outlined in the policy instruction is the responsibility of each Department under the direction of the General Manager.

FISCAL IMPACT: None.

SAMPLE MOTION:

I motion to approve updated Policy Instruction (PI) 321 District Vehicle Use as presented by Staff.

ATTACHMENTS:

1. Draft Policy Instruction 321 – District Vehicle Use