



El Dorado County Emergency Services Authority

Policy Subject Matter: **2.1.10 Vehicle Use Policy**
Review Date:
Revision Date:
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I. Purpose:

To set forth the rules regarding the use and operation by JPA employees of JPA owned vehicles and privately-owned vehicles. The use of vehicles by JPA employees may be necessary when conducting JPA business in and out of El Dorado County CSA-7 during business and non-business hours.

II. Procedure: JPA Owned Vehicle

Employees of the JPA are authorized to drive JPA vehicles to conduct JPA business using the following procedures as guidelines:

- A. The Executive Director and Deputy Director may drive JPA vehicles to and from their homes, the JPA Office and Fire Stations of the JPA Member Agencies when conducting approved JPA business, for emergency responses and in other situations as approved by the JPA Board of Director or the Executive Director. Driving to and from their homes shall not be considered personal use by the Executive Director and Deputy Director.
- B. Any JPA employee may drive JPA vehicles for JPA related business when approved by the Executive Director.
- C. JPA vehicles shall not be authorized for personal use.
- D. JPA vehicles are to be driven by the authorized employee only, except in case of repair testing by a mechanic or movement by a parking attendant.
- E. All drivers and passengers operating or riding in a JPA vehicle must wear seat belts, even if air bags are available.
- F. The JPA vehicle must be properly maintained. The JPA will pay or reimburse expenses incurred for maintenance of the JPA vehicle, as well as fuel for business use.
- G. JPA Employee is responsible for the security of the JPA vehicle assigned to him or her. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.

III. Procedure: Privately Owned Vehicle

Before a privately-owned vehicle can be used on JPA business the following requirements must first be met.

- A. JPA employee will maintain insurance coverage that meets, and/or exceeds the liability amounts required by the California Vehicle Code. Copies of the insurance card will be kept in the vehicle and on file at the JPA office.
- B. JPA employee will have in their possession a valid California driver license. A copy of the license will be kept on file at the JPA office.
- C. JPA employee will complete an "Authorization to use Privately Owned Vehicles on JPA Business" form which will be kept on file at the JPA office. This form will be updated annually at the beginning of each fiscal year.
- D. Privately owned vehicles with mechanical defects will not be used on JPA business.

IV. Procedure: Either Type of Vehicle

Whenever the JPA employee is driving a JPA vehicle or driving a personal vehicle on JPA business, the following rules apply:

- A. Cell phone use should be kept to a minimum and in compliance with applicable law. Drivers need to be aware when use of the cell phone is creating a distraction from safe driving and adjust their usage accordingly, including pulling off the road to continue/finish the conversation if needed. Whenever possible, drivers should complete calls while the vehicle is parked and/or use the phone in a "hands free" mode via a headset or speaker. While driving, attention to the road and safety should always take precedence over conducting business over the phone.
- B. JPA employee will operate vehicle in accordance with all local, state and federal laws including but not limited to those prohibiting driving while under the influence of alcohol or other drugs and practice safe driving habits.
- C. JPA employees are expected to drive in a safe and responsible manner and to maintain a good driving record.
- D. No driver shall operate a vehicle when his/her ability to do so safely has been impaired by illness, fatigue, or prescription medication.
- E. JPA employee must have a valid and current driver license.
- F. The JPA may obtain motor vehicle records for the employee to verify the driver has a driving record acceptable to the JPA and its coverage provider.
- G. If the JPA employee's driver license is revoked or suspended, the employee shall notify the Executive Director on the next business day, and immediately discontinue operation of the JPA vehicle. Failure to do so may result in disciplinary action.
- H. All accidents, regardless of severity, in JPA vehicles or in private vehicles on JPA business must be reported to the local police, the Executive Director, and the JPA's liability coverage provider. Accidents are to be reported as soon as possible (from the scene, during the same day, or as soon as possible if immediate or same day reporting is not possible).
- I. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action.
- J. Accidents during work that cause personal injury to the employee must be reported to worker's compensation.
- K. Drivers must report, within 72 hours, all ticket violations received during the operation of a JPA vehicle or a personal vehicle on JPA business. All fines and tickets incurred are the responsibility of the employee.