

## District Vehicles

### 1. Guidelines Under Which District Vehicles May Be Used

#### a. District Vehicles

It is the policy of the district that certain positions require employee access to district vehicles, either during the work shift or on a 24-hour on-call/emergency basis.

#### b. Vehicle Use Requirements

The use of a district vehicle must be related to a particular job responsibility. That concept applies to employees, board members and volunteers. Where the use of the vehicle is for an activity not directly related to a particular job responsibility, deviations from normal use must be pre-approved by the employee's supervisor.

### 2. General Rules Governing District Vehicle Use

- a. District vehicles may only be used for legitimate district business.
- b. District vehicles will not be used to transport any individual who is not directly or indirectly related to district business. Passengers shall be limited to district employees, volunteers, and individuals who are directly associated with district work activity. Family members shall not be transported in district vehicles.
- c. Vehicles should contain only those items for which the vehicle is designed. The district shall not be liable for the loss of damage of any personal property transported in the vehicle.
- d. Employees assigned to operate district vehicles are responsible for the operation, care, and condition of such vehicle and are also expected to keep district vehicles clean.
- e. Employees may not operate district vehicles under the influence of alcohol, illegal drugs, or prescription drugs or medications which may interfere with effective and safe operation.
- f. Employees who operate district vehicles must have a valid Oregon drivers license.
- g. Employees driving district vehicles shall obey all applicable traffic and parking regulations, ordinances, and laws.
  - (1) Employees who incur fines in district vehicles will be personally responsible for payment of such fines.
  - (2) Employees who are issued citations for any offense while operating a district vehicle, must notify their supervisor immediately, when practicable, but in no case later than 24 hours. Failure to provide such notice will be grounds for disciplinary action.
  - (3) An employee who is arrested for or charged with a motor vehicle offense for which the punishment includes suspension or revocation of their license, whether in his or her personal vehicle or in a district vehicles, must notify his or her supervisor immediately,

when practicable, but in no case later than 24 hours. Conviction for such a offense may be grounds for loss of district vehicle privileges and/or further disciplinary action.

### 3. Reporting and Investigating Accidents

When any district vehicle is involved in an accident resulting in property damage or injury to any person, the following procedures shall be observed:

- a. Employee shall immediately report the accident to their supervisor and remain at the scene until a police report is made in the case of a fatality, injury, extensive damage, or damage that renders a vehicle inoperative. Do not remove any vehicle until authorized by your supervisor unless non-removal creates an undue hazard.

In cases where the vehicle(s) suffer only minor damage, other people should not be delayed any longer than is necessary to exchange the required information. All vehicles should carry a list of the necessary information to collect from the other driver and the information the employee would need to collect from them. The operator should also promptly complete the accident report upon returning to the district office.

- b. The supervisor or other designated individual shall respond to the scene and request and facilitate a police investigation. He/she shall gather information for the district's insurance carrier, submit independent reports, and report all findings and conclusions to the district manager.