

Chester Public Utility District

Manual of Policies

POLICY TITLE: District Vehicle Use

POLICY NUMBER: 3040

3040.10 The purpose of this policy is to establish the eligibility and procedures for the use of Chester Public Utility District take-home vehicles. The use of take-home vehicles is an essential component of the district's ability to respond to an emergency event without first diverting to CPUD facilities to retrieve a vehicle and/or needed equipment.

3040.11 The positions authorized to use take-home vehicles are:

- General Manager
- Emergency Services Director/Fire Chief
- Fire Captain
- Lead Supervisor
- Field Supervisor
- Operator

3040.12 Additional CPUD employees may be assigned a vehicle to use to attend meetings, training, emergency situations, etc. If so assigned, the CPUD employee shall follow this policy.

3040.20 Those employees authorized to use CPUD vehicles must adhere to the following unless otherwise authorized by the CPUD Board of Directors:

- Operate the vehicle in a safe manner at all times.
- Live within established CPUD district boundaries.
- Commute between their residence and workplace.
- Conduct legitimate CPUD related business that occurs outside normal working hours.
- CPUD employees are prohibited from driving the CPUD vehicle any time their driving ability may be impaired. Including, but not limited to prescription or non-prescription drugs or alcoholic beverages.
- Passengers must be those required for CPUD business unless otherwise authorized by the General Manager or his/her designee.
- Non CPUD employees such as spouses, children, other relatives, or friends are not authorized to drive CPUD vehicles, except in the case of an emergency where the employee is unable to drive him/herself.
- The vehicle shall not be used for personal errands or business without the written approval of the General Manager or his/her designee.

Adopted
July 16, 2019

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POLICY TITLE: District Vehicle Use (continued)

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- CPUD will consider any unauthorized use of vehicles as the equivalent of theft, and the employee may be held responsible (liable) for consequences such as wear and tear, mileage, damage, violations/tickets, accidents, and all other claims and/or accusations arising from such use.
- Employees driving company vehicles may be observed on a random basis, after complaints are made, and/or after an accident.
- Employees involved in a vehicle accident shall be examined by a doctor who will determine whether injuries were sustained, and if it is safe for the employee to operate a vehicle. The examination shall include a mental health evaluation and drug testing.
- Employees must immediately report to the General Manager in writing all damages to the vehicle such as scratches, gouges, dents, broken/cracked windows/glass, and/or accidents, and such report shall detail who/what/where/when/why/how such damage occurred, and report must also include all relevant information such as police reports, drivers license and insurance information for all involved parties, and all information required by the State of California Department of Motor Vehicles (only in the case of a motor vehicle accident).

3040.30 All CPUD owned vehicles are subject to an annual inspection and search at any time by the General Manager or his/her designee.

3040.40 No modifications, additions or deletions of any equipment or accessories shall be made to CPUD vehicles without written authorization from the General Manager or his/her designee.

Adopted
July 16, 2019