

### **On-Call District Vehicle Usage Policy**

The Maintenance/Custodial Manager and Transportation Mechanic are "On Call" in their non-scheduled hours. The district may provide the employee with a vehicle. The employee will operate the vehicle according to the following guidelines:

- Vehicle will be for official use only.
- Gasoline for the vehicle will be provided by the district.
- Vehicle maintenance will be provided by the Transportation Department.
- Daily preventive maintenance will be performed by the individual driver. This includes keeping accurate records of normal usage.
- The vehicle and its equipment/tools will be safeguarded at all times.
- Drivers and passengers of the vehicle will be district employees, with the exception that vehicle operators may find it necessary to transport a family member. This will be permitted as long as the employee is on his/her way to or from an official duty. In any case, vehicle operators must be district employees.
- Full coverage insurance is provided for the vehicle under the district Comprehensive Automobile Liability Policy.

Cc: Classified Personnel Handbook

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