

Introduction

The following represent the Calaveras Council of Governments (CCOG) policy guidelines regarding the use of CCOG-owned vehicle(s). The CCOG maintains a vehicle to provide transportation in the most effective, efficient and safest way possible for CCOG employees and Council Members in the performance of their duties.

General

CCOG vehicle shall be used only in the conduct of CCOG business. This means “only when driven in the performance of, or necessary to, or in the course of, the duties of CCOG employment”. No employee shall use, or permit the use of, the CCOG vehicle other than in the conduct of CCOG business. Employees utilizing the CCOG vehicle for travel are prohibited from transporting passengers unless their transportation relates to CCOG business.

Only CCOG employees or Council Members may drive the CCOG vehicle. The CCOG may not loan or lease its vehicle to any non-CCOG entity for any reason.

CCOG vehicle will not be operated for travel purposes between 11:00 pm and 5:00 am.

Parking

The CCOG vehicle may be parked at an employee’s home only when the vehicle is to be used in the conduct of CCOG business the same day or on the next succeeding workday as defined below.

Parking overnight at a CCOG employee’s home is permissible when an employee is departing on or returning from an official trip away from the employees headquarters under circumstances which make it impractical for the employee to use other means of transportation, or where the employee’s home is reasonably en route to or from his/her headquarters or other place where he/she is to commence work the following day. When such situation occurs, the vehicle shall be parked off the street where feasible, or where the hazards of accidental damage, theft, and vandalism are reduced.

Refueling

Whenever possible, CCOG employees will use self service fuel pumps when refueling the CCOG vehicle. The employee “CalCard” shall be used for payment. All travel conducted in the CCOG vehicle must be documented in the vehicle Travel Log along with any associated expenditures, such as: fuel, oil, minor maintenance or emergency expenditures.

Motor Vehicle Accidents

CCOG employees involved in an accident while driving the CCOG vehicle on official business, will make no comment or statement regarding the accident to anyone except police, other State officers or employees, or other identified representatives of emergency services.

The driver shall complete the Vehicle Accident Report located in the glove compartment of the CCOG vehicle in as much detail as possible within 24 hours of the incident.

The Executive Director of the CCOG shall be apprised of any vehicle accidents, regardless of severity.

Traffic Laws, Violations, Seat Belts and Chains

The failure to obey any applicable traffic law while driving or occupying the CCOG vehicle may result in suspension or revocation of the CCOG operator privileges.

All occupants of CCOG vehicle must wear seat belts. The failure of any person to wear a seat belt while driving or occupying the CCOG vehicle may result in the suspension or revocation of the employee's vehicle operator privileges.

A CCOG employee who receives a traffic citation/violation or parking ticket while using the CCOG vehicle will be personally responsible for the citation or ticket.

Tire Chains will not be provided for use on the CCOG vehicle. If weather conditions are such that tire chains are necessary for travel, for staff safety, the CCOG vehicle should not be on the road.

Care of Vehicle

Prior to using the CCOG vehicle, the operator shall determine that all tires are inflated properly and are not excessively worn, and that brakes, lights, windshield wipers, seat belts and steering are functioning properly. If unsafe conditions are noted, the vehicle is not to be used until problems are corrected or deemed safe by a licensed professional.

If a mechanical or operational deficiency occurs that hinders or impairs the continued use of the vehicle, the vehicle will exit the travelway at the nearest safe and convenient opportunity to do so. The deficiency shall be rectified immediately.

Minor Repairs- Minor *necessary* repairs, including towing, that do not exceed \$250 dollars shall be ordered and paid for by CCOG employee (using CalCard). Administrative staff will review records and receipts of expenditures and reconcile paperwork according to CalCard policy.

Major Repairs- Whenever the estimated cost of repairs or adjustments exceeds \$250 dollars the employee shall contact the Executive Director for direction.

Preventative maintenance of the vehicle shall be done in accordance with the manufacturer's recommended schedule and by a licensed professional or the dealership from which the vehicle was purchased.

Intoxicating Liquor, Drugs and Tobacco Products

A CCOG employee may not operate the CCOG vehicle while under the influence of intoxicating liquor, illegal drugs, or prescription drugs that cause drowsiness or have a government warning against the operation of heavy machinery/equipment. Use of any tobacco products while in the vehicle is prohibited.

CCOG employees are prohibited from transporting alcohol or illegal substances in the CCOG vehicle.

Policy Elaboration

1. Driver must be at least 18 years old, an employee of the CCOG and in possession of valid California Drivers License.
2. Driver shall observe all rules and regulations for safe driving as defined by the State of California, Department of Motor Vehicles.
3. Safety Belts shall be used by all occupants traveling in the CCOG vehicle.
4. For long distance trips, if there is more than one qualified driver, such drivers shall rotate every two to four hours. No CCOG employee shall drive more than 10 hours in 24 hour period.
5. No eating while driving.
6. Do NOT use a telephone while operating the CCOG vehicle, unless the vehicle is stopped and it is safe to do so.
7. If the weather is inclement, stop and wait for conditions to improve, or stay overnight in a safe place. The additional lodging cost is worth avoiding the risk.