

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

ADMINISTRATIVE INSTRUCTION

NO. 5

DATE: February 1, 2006

SUBJECT: Use of District and Non-District Vehicles to Conduct District Business

EFFECTIVE DATE: February 1, 2006

REVISED DATE: September 28, 2009

PURPOSE

The purpose of this Administrative Instruction is to provide clear guidance and expectations on the use of vehicles to conduct District business.

DEFINITIONS

District Vehicle: Any motor vehicle owned, rented, leased, or otherwise controlled by the District.

Business Use: Use of a District motor vehicle to accomplish assigned District business.

Incidental Use: Use of a District motor vehicle that is incidental to the assigned business purpose that the vehicle was provided for but is related to District business (e.g., driving a District vehicle a reasonable distance to a restaurant for dinner when out of town on District business).

Personal Use: Use of a District motor vehicle that is not related to District business but occurs in the course of an employee's commute or meal break.

Pool Vehicle: Any District motor vehicle provided to an employee for temporary business use.

Take Home Vehicle: Any District motor vehicle that is assigned to an employee and is routinely driven for business purposes and/or commuting and parked at the employee's place of residence or nearby.

PROVISIONS

- A. Only an employee who possesses a valid California driver's license and is insurable may operate a District vehicle. Further, the employee must possess the correct class of driver's license for the vehicle provided (e.g., Class B for large trucks requiring a Class B). An employee assigned a vehicle on an ongoing basis must provide the District with a copy of the employee's current driver's license.

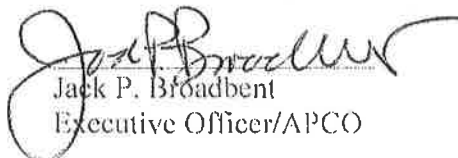
- B. If an employee chooses to drive a non-District owned vehicle in the course of conducting District business, the employee must provide evidence of insurance with minimum coverage limits as determined by the California Motor Vehicle Code to the Business Manager.
- C. The District operates a Pull Notice Program with the Department of Motor Vehicles. The Pull Notice Program provides the District with a means of promoting driver safety through ongoing review of driver records. Any change in status with an employee's driver's license must be relayed to the employee's supervisor and the Human Resources Office as soon as possible.
- D. District vehicles may be provided to District employees at the District's sole discretion in order to accomplish the business of the District, provided, however, that nothing contained in this provision shall be interpreted, construed, or used in any way to modify existing past practices of the terms and conditions of those represented employees (i.e., Inspectors and Air Monitoring personnel) who are assigned a Take Home Vehicle.
- E. Upon assignment of a Take Home Vehicle, the Business Manager is required to assign an Employee ID number. This confidential number operates as a fuel card pin which is entered during each use of *gasoline* fuel cards that the District provides. Employees must not share their Employee ID number with other employees.
- F. An employee shall not operate a District vehicle while under the influence of any illegal drugs and/or alcohol. If an employee is under a physician's care and is taking prescription medication that may affect the employee's ability to operate a motor vehicle the employee shall inform the employee's supervisor.
- G. Incidental Use is allowed so long as it does not violate the provisions of this Administrative Instruction.
- H. A passenger who is not a District employee may accompany an employee in a District vehicle on District business with the prior knowledge and approval of the employee's supervisor or manager. Otherwise, a non-District employee passenger is prohibited by this provision in the course of business and incidental use.
- I. Personal use of a District vehicle is prohibited except for minor errands in the course of the employee's commute to and from work and during the meal break. Examples include stopping at a grocery store for a few items on the way home from work; going to a post office during lunch break. Personal use should be limited to no more than an hour each day, including time that the vehicle is parked to perform the errand. A District employee is prohibited from having a passenger(s) in a District vehicle during personal use. An exception would apply in the event that an employee has an unforeseen need to pick up or drop off his/her children from or at school, daycare or a medical facility in the event of a medical or other emergency. An employee is expected to exercise good judgment in applying this provision of this Administrative Instruction.

- J. A District vehicle shall be operated in a safe manner consistent with applicable laws and regulations. An employee cited for a moving violation and/or parking ticket bear responsibility for any associated fine and penalty.
- K. Each employee shall take care to avoid and prevent practices that result in unnecessary wear on District vehicle.
- L. A Pool vehicle that is required for use in the evening or early in the morning may be checked out with the District Mechanic 30 minutes prior to the end of the employee's normal work day, but no later than 4:30 p.m.
- M. To fuel a Pool Vehicle, employees should use the fuel cards provided (gasoline or compressed natural gas). If the pool vehicle is gasoline-fueled, the employee must ensure that two gasoline credit cards are accompanied with the vehicle keys. When checking out a Compressed Natural Gas (CNG) pool vehicle, the employee must ensure that CNG fuel cards are provided and a CNG fueling station booklet is inside the glove compartment. A FasTrak transponder may also be provided upon request. Always return all fuel cards and transponders with the vehicle keys after use. Any items missing from the glove compartment such as insurance or registration documents must be noted on the trip ticket. Any missing items must be reported immediately to the District Mechanic or the Business Manager. If an employee is assigned a Take Home Vehicle and a fuel card or transponder is defective, lost, or stolen, the employee must notify the Business Manager immediately and submit defective items so the employee can receive replacements.
- N. Regular gasoline fuel cards require entering an Employee ID/Pin number and the odometer reading (in that sequence) into the keypad on the gasoline dispenser. The Pool vehicle fuel pin is written on each Pool vehicle check out sheet. CNG fuel card pin numbers are revealed to the driver by the Business Manager, and should also be kept confidential. Employees must always select regular unleaded gasoline as opposed to premium gasoline. Employees may also use the gasoline fuel cards to pay for a car wash, lubricants, or emergency repairs. No other items may be purchased with the gasoline fuel cards.
- O. An employee provided with a Pool vehicle should be courteous and considerate of the next user. A Pool vehicle should be returned clean and with at least half a tank of gasoline. Employees must remove any personal items and trash that was generated while in possession of the vehicle. Any problems with the Pool vehicle must be noted on the trip ticket to help ensure safe operation. Employees must turn off lights and any other battery-draining equipment such as a two-way radio before exiting the Pool vehicle.
- P. An employee who is provided a District vehicle for a period of five consecutive working days or longer will be expected to adhere to recommended vehicle maintenance schedule(s) recommended by the manufacturer and/or the District's Business Manager as the case may be, and

will further be expected to work cooperatively with the maintenance person or facility to meet such schedule(s).

- Q. If vehicle maintenance cannot be completed at the District's facility, all Take Home Vehicle drivers should use the Enterprise Maintenance card assigned to their vehicle. The Enterprise Maintenance card is used when visiting auto shops for repair authorization over the price of \$50. When necessary, this card will also authorize arrangement for rental vehicles with a subsidiary of Enterprise Rent-A-Car Company for a maximum of two days without prior authorization. Extensions beyond two days must be granted by an Enterprise representative.
- R. A District vehicle must always be locked when parked in order to avoid theft and enhance safety. An employee who is provided a District vehicle overnight must park the vehicle at the employee's residence or reasonably nearby or in a secured parking area, if the employee needs to park the vehicle at a place other than their residence (e.g., an airport or hotel). Whenever possible, residence parking should be in a secure off-street location such as a garage. District equipment and personal items should always be stored in the trunk of the vehicle to reduce the chance of theft, damage, or vandalism whenever there is space to accommodate such storage.
- S. Any incident involving a District vehicle that results in injury and/or property damage or theft, including but not limited to damage to the vehicle, must be reported by the employee to the employee's supervisor and the Business Manager as soon as possible after the incident. If a District employee is injured, the employee's supervisor and the Human Resources Office must be notified immediately.
- T. Safety: If a vehicle breaks-down, is out of gasoline, or has a flat tire, practice safety first. Changing a tire or pushing a vehicle is generally discouraged for safety reasons. Employees must exercise sound judgment in these circumstances. If the vehicle is not in a safe location, get to a safe location and contact your supervisor and the District Mechanic.
- U. Before operating a CNG, hydrogen-fueled, or electric vehicle, an employee must attend the required vehicle training. An employee must contact the District Mechanic to sign-up for the vehicle training.
- V. When driving a CNG vehicle, any odor or signs of natural gas leakage should be reported immediately to the District Mechanic or Business Manager, even if this means stopping the vehicle and calling in from a remote location.
- W. A driver in California is prohibited from using a handheld wireless telephone while operating a motor vehicle except for (1) an emergency call to a law enforcement agency, a medical provider, the fire department, or other emergency services agencies; (2) an operator of an authorized emergency vehicle during the course of employment; and (3) a motorist operating a vehicle on private property. For more information, please access the website: <http://www.dmv.ca.gov>.

- X. A driver in California is prohibited from using an electronic wireless communications device to write, send, or read a text-based communication while operating a motor vehicle except for (1) an operator of an authorized emergency vehicle during the course of employment; and (2) a motorist operating a vehicle on private property. For more information, please access the website: <http://www.dmv.ca.gov>.



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