

4.7 Expense Allowances

Travel Expenses

Expense allowances for business-related travel, including reimbursement for use of a personal vehicle, lodging, meals, and other related expenses, will be authorized by the Board of Directors with the annual budget. Reimbursement requests must be submitted, along with receipts or other proof of expenditures, within 30 days that the expense is incurred to be considered for reimbursement.

Expenses for meals while on business-related travel is limited to the GSA (General Services Administration) guidelines for meals and incidental expenses. Reimbursement for meals is excluded when a meal is included in the registration fee of a conference. In no event shall the District reimburse an employee for the expense of alcoholic beverages at meals or otherwise.

Vehicle Use Authorization & Expenses

All employees who may drive a District or privately owned vehicle for District business purposes must provide proof of a valid driver's license to Human Resources upon start date of District employment. Employees who wish to drive their personal vehicles for District purposes must also provide proof of automobile insurance.

Use of District Vehicles

- A. The District provides vehicles for District employees to use for official business purposes. District vehicles offer more control over mileage cost, vehicle usage, quality of maintenance, inspections, operation of safety equipment, and insurance.
- B. Only District employees are authorized to operate District vehicles.
- C. District owned vehicles may carry only those District employees whose duties require the use of a motor vehicle, and other persons whose business activities are important to District interests.
- D. Employees must abide by all State, Federal, County and City laws applicable to driving vehicles including cell phone use while driving.

- E. The District strongly encourages employees to car pool whenever possible, especially when attending District sponsored events.

Use of Private Vehicles

- A. An employee may use his/her personal vehicle(s), except bicycles, motorcycles, scooters, or other similar types of vehicles, for District business upon written agreement to abide by this policy and authorization by his/her supervisor and the Business Manager.
- B. Employees authorized to use personal vehicles on District business must provide proof of insurance in accordance with Section V of this policy. In the state of California, insurance follows the vehicle; therefore, in the case of an accident where two or more policies apply, the owner of the vehicle shall provide the primary insurance and the insurance afforded by any other policy (i.e. the District) shall only cover the excess, if any (See Insurance Code §11580.9).
- C. It is the responsibility of the individual utilizing his/her privately owned vehicle to maintain accurate records of the purpose and extent of his/her travel and to follow District prescribed forms and procedures for reimbursement.
- D. The District is not liable for any damage to an employee's private vehicle unless it is caused by the District's negligence.
- E. It is the responsibility of the employee involved in an accident while driving for District purposes to notify his/her immediate supervisor, the insurance company, and the Department of Motor Vehicles (DMV) if property damage exceeds \$750 or there is bodily injury or death. Please note that if an employee is responsible for an accident while driving his/her own vehicle, or a District vehicle, that employee may be subject to drug testing in accordance with the District's Substance Abuse Policy.

Driver's License

- A. All employees authorized to use District owned or privately owned vehicles for District business purposes must possess a valid California driver's license.
- B. Employees must maintain a valid and active driver's license appropriate for the class of vehicle(s) to be driven.

- C. An employee whose driver's license has been suspended or revoked for any reason must notify the General Manager. He/she shall not operate any District owned or private vehicles on District business during this period.

Insurance

- A. Proof of insurance is required before private vehicle use for District business is authorized. The District's insurance requirements are as follows:
 - 1. Employees who drive for District business purposes shall maintain minimum liability coverage in an amount not less than the California minimum insurance requirements of \$15,000 per person/\$30,000 per occurrence and property damage liability coverage of \$5,000 per occurrence.
 - 2. The District is not legally liable for any damage sustained to the employee's vehicle when used on District business. An employee may elect to purchase his/her own comprehensive and collision insurance coverage.
 - 3. The District shall not be responsible for any increase in the employee's premium rate because of an accident, or for any other reason.
 - 4. In an accident, the employee is responsible for paying any deductibles the employee's insurance policy may require.
 - 5. If insurance coverage is canceled, terminated, lapsed, or curtailed, the employee shall notify their supervisor and shall not use their vehicle on District business until the required insurance coverage resumes.
- B. Employees authorized to use private vehicles on District business shall provide an insurance policy, certificate, or other proof of coverage to Human Resources by January 31 of each year.
- C. When an employee operating a District owned vehicle is involved in an accident, defense, and settlement of any claim on behalf of the employee, including any passengers, will be covered by the District's insurance carrier, subject to the terms and conditions of the Memorandum of Coverage. If an employee operating a District vehicle is sued independently because of an at-fault accident, the District's insurance will provide coverage to that employee if the accident qualifies as a covered occurrence.

- D. Should an employee using his/her private vehicle on District business be involved in an accident with resulting injury or property damage, the employee's own insurance carrier will respond to claims on behalf of the employee, including any potential passengers in the vehicle. Should a claim exceed the limits of the employee's auto insurance policy, the District, through its liability insurance program, will respond to any claims in an excess capacity on behalf of the employee, including potential claims of any passengers, if the accident qualifies as a covered occurrence.

Driving Record Review

- A. The District will enroll employees whose job classification requires a driver's license in the DMV Employer Pull Notice (EPN) program to promote driver safety through the ongoing review of driver records. Human Resources will maintain the list of positions subject to the EPN program.
- B. Annually, or when a driver has received a written violation, the DMV will automatically send copies of the driving records to the District's General Manager. This will enable the District to review and manage risks associated with driver safety.
- C. In compliance with Vehicle Code Section 1808.47, all information received from the DMV will be used solely for this policy's intended purpose. All information will be stored in locked areas and no addresses or other information will be given to any third party.
- D. Employees considered negligent operators by the DMV – those that have an accumulation of four or more points in a 12 month period or six points in a 24 month period or eight points in a 36 month period – may have District driving privileges suspended at the discretion of the District's General Manager or designee.
- E. Employees who have obtained temporary driving permits or hardship licenses shall notify General Manager who will then conduct a risk assessment including, but not limited to, the employee's overall driving record and safety performance. Based upon that assessment the General Manager or designee will determine whether to permit the employee to operate District or privately owned vehicles in the performance of official duties.
- F. An employee who cannot perform his/her essential job duties due to suspended driving privileges may be subject to discipline as permitted by law, the personnel policies and/or memorandum of understanding, as applicable.

Other Expenses

The District will, upon prior approval by the District Manager, pay for membership fees, dues assessments and other expenses required for membership in a community organization. The cost of a service club affiliation is not an approved expense.
