

**POLICY TITLE:** EMPLOYEE USE OF AUTOMOBILES  
**POLICY NUMBER:** 3075

**COMMITTEE APPROVAL DATE:** 09/05/2018      **WRITTEN/REVISED BY:** HUMAN RESOURCES  
**BOARD APPROVAL DATE:** 09/26/2018      **SUPERSEDES:** 06/26/2013

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**POLICY:**

**3075** It is the policy of the Beach Cities Health District (“District”) that any employee driving on behalf of the District must meet established hiring and driving qualifications as stated in this policy. Adherence to this policy will decrease the District’s risk of loss occurring from the use of employee-owned vehicles, District vehicles, and rental vehicles.

**SCOPE:**

**3075.1** This policy applies to all employees.

**RESPONSIBILITY:**

**3075.2** It is the responsibility of management to understand, communicate, and enforce this policy uniformly among District employees. It is the responsibility of employees to understand the policies, guidelines, and procedures communicated by their supervisor, and to follow them accordingly. Employees must ask their supervisors if they are unclear as to its application.

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**3075.3 Hiring of Prospective Drivers**

**3075.3.1** Any individual who accepts an offer of employment for a position that will require regular driving (at least once per week) for work purposes, or transporting District clients or customers shall be required to present a copy of a valid California driver’s license, a current Department of Motor Vehicles (DMV) record and proof of California mandatory limits of liability motor vehicle insurance. Furnishing and maintaining this information is required as a condition of employment.

**3075.3.2** The District reserves the right to rescind an offer of employment if it is discovered that an individual has excessive motor vehicle infractions. Excessive infractions are defined as:

**3075.3.2.1** More than three moving citations during a three-year period, or

**3075.3.2.2** More than two moving citations and an at-fault accident during a three-year period, or

**3075.3.2.3** Any serious infraction such as driving while under the influence (DUI), reckless driving, participation in a speed contest, etc., or loss of driver’s license.

### **3075.4 Eligibility and Requirements**

**3075.4.1** All employees who are asked to drive on behalf of the District must possess and present a copy of a valid California driver's license and proof of California mandatory limits of liability motor vehicle insurance. The employee must have a DMV record that is in good standing. The District may periodically run a DMV report at any time on any employee who drives on behalf of the District.

**3075.4.2** It is the responsibility of each employee, if requested to drive on behalf of the District, to immediately notify their supervisor/manager if they do not meet District driving requirements as stated in this policy. Failure to do so will result in disciplinary action, up to and including termination from employment.

**3075.4.3** Any employee who drives on behalf of the District is required to sign the District's "Driver's Agreement" and is also required to provide authorization to the District for release of driver record information.

**3075.4.4** Employees are expected to drive safely and abide by all local, state, and federal traffic laws and regulations, including the use of seat belts, while driving the District's vehicles or while driving any vehicle on company business.

**3075.4.5** The employee must maintain a current valid driver's license and must notify his/her supervisor/manager in the event his/her driver's license is suspended, or revoked or if he/she is involved in excessive motor vehicle infractions (e.g., unsafe driver).

### **3075.5 Unsafe Drivers**

**3075.5.1** An employee deemed to be an unsafe driver because of excessive motor vehicle infractions as defined herein, when possible, will be placed in a position that does not require driving on behalf of the District. This may result in the employee's termination in the event that there are no non-driving positions available for which the employee is qualified.

**3075.5.2** Excessive motor vehicle infractions include both the use of the employee's own personal vehicle as well as the District's vehicles.

**3075.5.3** It shall be the responsibility of the employee's manager/supervisor, upon notification that an employee is considered to be an unsafe driver, to:

**3075.5.3.1** Assure that this employee does not drive on behalf of the District under any circumstances, and

**3075.5.3.2** Provide the employee with written notice that he/she can no longer drive on behalf of the District, and

**3075.5.3.3** Send a copy of this notice to the Human Resources Department.

### **3075.6 Use of Mobile Devices**

**3075.6.1** The District's intent is to fully comply with the California Wireless Telephone Automobile Safety Act (S.B. 1613), which prohibits employees from using a hand held phone while driving and Safety Act (S.B. 28), which prohibits employees from sending,

writing or reading a text based communication while driving. See Policy 3070, Use of Mobile Devices.

**3075.6.2** The District does not require any employee to have his or her mobile device turned on while driving in order to conduct District business. Therefore, the expectation is that employees turn off their cell phone and mobile devices while driving on behalf of the District.

**3075.6.3** Employees who are charged with traffic violations resulting from the use of their mobile device while driving will be solely responsible for all liabilities that result from such actions to the extent permitted by law.

**3075.6.4** Any employee under the age of 18 years is prohibited from driving a motor vehicle while using a wireless telephone, even if equipped with a hands-free device, or while using a mobile service device. This prohibition would not apply if the wireless telephone or mobile service device were used for emergency purposes.

### **3075.7 Personal Vehicles**

**3075.7.1** An employee's personal vehicle must be in good working condition if used for conducting District business.

**3075.7.2** An employee's personal vehicle insurance shall be the applicable coverage when an employee is using his/her personal automobile on business and an accident occurs. In that event, the District will reimburse its drivers for their deductible up to \$500 if it is determined the accident was not the employee's fault.

**3075.7.3** The District's automobile insurance policy does not provide coverage for the employee's liability. The District maintains no coverage for damage to the employee's vehicle, therefore it is:

**3075.7.3.1** Required that employees using their personal vehicles maintain at least state mandatory limits of liability insurance (such limits may not be adequate and employee should consider higher limits for his/her own protection) and

**3075.7.3.2** Recommended that physical damage insurance also be maintained to cover any damage to the employee's vehicle.

**3075.7.4** Employees driving their own vehicles on District business represent the District and expose the District to potentially serious loss. The following protocols must be adhered to:

**3075.7.4.1** Do not allow passengers to ride with you without your supervisor's or manager's approval.

**3075.7.4.2** Obey all traffic laws.

**3075.7.4.3** Do not use any non-hands free mobile devices (e.g., phone, iPad, electronic reader, touch-screen console) while operating a vehicle.

### **3075.8 Rental Vehicles**

**3075.8.1** Paid for by the District:

**3075.8.1.1** The District's automobile policy provides coverage, but only when the employee rents a vehicle for District's business purposes and is being reimbursed for the cost of the rental. Therefore, an employee should not purchase liability insurance when the vehicle is rented for the District's business purposes.

**3075.8.1.2** Physical damage coverage for rented vehicles shall either be provided by the rental company according to master corporate rental agreements, or will be covered by the District; therefore, an employee should not purchase physical damage insurance (Collision Damage Waiver) from the rental company when the vehicle is rented for District's business purposes.

**3075.8.2** Paid for by the Employee:

**3075.8.2.1** If an employee chooses to rent an automobile to use while driving on behalf of the District, the rules applying to employee's personal vehicles apply.

### **3075.9 Reporting Vehicle Incidents**

**3075.9.1** All incidents should be reported immediately, or on the first business day following the incident, first to the employee's supervisor/manager and secondly to the District's Human Resources Department. The employee must complete a District Incident Report and provide a copy of the accident report taken by the police or filed with the DMV.

**3075.9.2** A DMV report must be completed if an individual is involved in a vehicle accident where:

**3075.9.2.1** There was property damage of more than \$750.00

**3075.9.2.2** Anyone was injured (no matter how minor) or

**3075.9.2.3** Anyone was killed.

### **3075.10 Transporting Clients or Customers**

Only those employees whose job duties require transportation of clients or customers, or as specifically requested by the District may do so, and then only in a District-owned or District-approved transport vehicle. Employees are not authorized to transport a minor (child not yet of legal age).

### **3075.11 Exceptions**

The Chief Executive Officer is the only person authorized to make exceptions to this policy.

## **Beach Cities Health District Driver's Agreement**

My signature below serves to acknowledge that I have read and understand the attached District Policy Number 3075 with regard to Employee Use of Automobiles.

I understand that if I am employed in a position that requires regular driving on company related business (more than once per week) or transporting of District clients or customers, or am asked to drive on company-related business at any time during my employment, it is my responsibility to maintain a valid California Driver's license, proper insurance coverage, and a safe driving record. It is my responsibility to provide a copy of my license and insurance card to Human Resources prior to my employment start date and copies of each upon renewal. I also understand that the District will conduct a DMV record pull upon hire and will conduct a DMV pull at least once per year thereafter. I understand that I am to notify my supervisor/manager immediately in the event that I do not comply with any one of the requirements that are outlined in the policy. \_\_\_\_\_ **(Initial)**

I understand that if I am asked to drive the District's vehicle, I must first seek approval from the ~~Property~~ Real Estate Services Department so that it can be verified that I am approved as a driver by our insurance provider. I also understand that I am responsible for complying with the rules and regulations that govern the use of the District's vehicle. \_\_\_\_\_ **(Initial)**

***I have carefully read this agreement and Policy Number 3075, Employee Use of Automobiles and understand my obligations and responsibilities. Furthermore, I understand that failure to adhere to this agreement may subject me to disciplinary action, up to and including termination from employment with the District.***

Name: \_\_\_\_\_ (print)

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_