



POLICY TITLE: CCSD-Owned Vehicle Policy

POLICY NUMBER: 3605

I. PURPOSE

- A. This policy of the Board of Directors for the Cambria Community Services District (“CCSD”) establishes policies and procedures for using CCSD-owned vehicles. For the purpose of this policy, vehicles leased or rented by the CCSD are considered CCSD-owned vehicles.

II. VEHICLE USAGE - GENERAL

- A. All CCSD employees are required to have and maintain a valid California Driver’s License. Employees shall follow all jurisdictions’ laws, rules, and regulations while operating a vehicle on CCSD business. Any fines or other penalties incurred by an employee shall be the responsibility of the employee.
- B. Individuals not employed by the CCSD shall never operate CCSD-owned vehicles except for individuals performing approved maintenance/repair services on the vehicle.
- C. If a motor vehicle accident occurs while on CCSD business, the appropriate law enforcement agency shall be contacted immediately, and every attempt shall be made to have a report completed. If the law enforcement agency declines to prepare a report, the employee shall record the name of the party contacted at the law enforcement agency, the time that they were contacted, and a written report of the facts and circumstances surrounding the accident shall be completed by the employee at the earliest opportunity. The employee’s report will include the contact information of all parties involved in the accident, including vehicle descriptions and insurance if available. The employee’s supervisor shall be notified of the accident at the earliest opportunity, but in any event, no later than by the next business day. The supervisor is responsible for having the accident reported to the individual responsible for risk management or his/her designee at the earliest opportunity but in no event later than by the end of the next business day.
- D. Smoking and/or vaping is strictly prohibited in any CCSD-owned vehicles.

III. VEHICLE USAGE - WASTEWATER & WATER ON-CALL OPERATORS

- A. This policy also applies to all District Wastewater and Water On-Call Operators and establishes guidelines for Wastewater and Water On-Call Operators’ use of District vehicles. This will ensure efficient emergency response while maintaining accountability and proper use of District resources.
- Only designated Wastewater and Water On-Call Operators can take District vehicles home to ensure prompt response to emergencies and operational needs.

- Only Wastewater and Water On-Call Operators currently scheduled for on-call duty are eligible to take District vehicles home.
 - District vehicles will be assigned to eligible on-call operators by the Utilities Department Manager.
 - The assigned vehicle must be used only for District-related activities, including responding to emergencies, attending to operational needs, and other work-related duties.
 - Vehicles must be parked at the operator's residence in a safe and secure location.
 - Operators are responsible for ensuring the vehicle is locked and any District equipment inside is secured when not in use.
- B. All CCSD vehicles shall be appropriately marked with CCSD identification unless otherwise approved by the General Manager.
- C. An inspection of each vehicle is to be performed prior to the operation of any District-owned vehicle per departmental policies.
- D. No CCSD-owned vehicle shall be driven if it is known to be in an unsafe condition. Any mechanical problems related to a CCSD-owned vehicle shall be immediately reported. When using CCSD-owned vehicles, employees shall not abuse the vehicle in any way.
- E. Use of a CCSD vehicle is prohibited while on vacation or on other leave. Transporting family members in CCSD-owned vehicles is also prohibited, except where such persons are also CCSD employees or are otherwise on official CCSD business in emergency situations. Transporting friends or other persons in CCSD-owned vehicles is also prohibited, except where such persons are also CCSD employees or are otherwise on official CCSD business.
- F. When utilizing a CCSD or privately-owned vehicle, the vehicle may be used to attend meals and other activities directly related to the training, conference, or other travel function, as defined by the District's Travel Policy.