

17.0 Vehicle Use Policy

17.1 PURPOSE AND SCOPE:

The purpose of this policy is to set forth guidelines under which the District vehicles will be authorized to District personnel, the guidelines under which District vehicles may be used. (Guidelines for reimbursement or compensation for employee use of personal vehicles are under section 4.6.1 Travel.) Employees seeking clarification of or exemption from the provisions of this policy should contact the District Manager who may authorize exception to the policy under mitigating circumstances.

17.2 POLICY:

It is the policy of the district that certain positions require employee access to district vehicles, either during the work shift or on a 24-hour on-call/emergency basis. The use of a district vehicle must be related to a particular job responsibility. That concept applies to employees, board members and volunteers. Where the use of the vehicle is for an activity not directly related to a particular job responsibility, deviations from normal use must be pre-approved by the District manager.

Where the District has agreed to extend the driver's use of a vehicle beyond the normal work requirements it will be the responsibility of the District manager to document, in writing, all such allowed use. Any use not documented can be viewed as a situation where the driver is operating outside the scope and course of employment and the driver may be personally liable for any accidents that might occur. Any protections for the driver under the Oregon Tort Claims Act may not be available for such unauthorized vehicle use.