

SECTION 1: **AMENDMENT** “Personal Vehicle Use” of the Apple Valley Water & Sewer District is hereby *amended* as follows:

BEFORE AMENDMENT

Personal Vehicle Use

PERSONAL VEHICLE USE At times employees are required or expected to travel on District business using their personal automobiles. The District will reimburse you at the current State authorized rate when required to do so.

AFTER AMENDMENT

Personal Vehicle Use

PERSONAL VEHICLE USE District vehicles represent a tremendous investment of the taxpayers' dollars and shall be respected as such. Operation of District vehicles shall be in accordance with applicable laws and regulations. Only authorized District employees are permitted to drive District vehicles as authorized by the Town Administrator or District Chairman. Authorization of use shall be done on a case-by-case basis. Prior to approving a driver and periodically thereafter, the human resources department must check the employee's driving record. Employees approved to drive on company business are required to inform their supervisor of any changes that may affect either their legal or physical ability to drive or their continued insurability. All employees must exhibit good driving habits at all times. Employees are responsible for any driving infractions or fines as a result of their driving. Employees must exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Texting on cell phones is specifically prohibited. Smoking or use of tobacco products in vehicles owned, leased, or rented by the Town is prohibited. Employees are not permitted, under any circumstance, to operate a District vehicle when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any company vehicle at any time while using or consuming alcohol, illegal drugs or prescription medications that may affect their ability to drive. Essential employees may be authorized to take a District vehicle home so they can respond to business needs as soon as possible. Essential employees are those who conduct a range of operations and services that are typically essential to continue critical operations, who may be required to work after hours in order to meet operational requirements. The Town Administrator or District Chairman will determine who is an essential worker. All persons riding in a District vehicle are required to use provided seat belts and must not be of an age or size to require child safety seating. Carrying of passengers should be limited to those with some direct relationship to the conduct of District business. However, there may arise an unanticipated situation which may warrant the use of a District vehicle to transport a family member. If, while an employee is on duty, a family member is stranded, ill, or likewise, and is unable to reasonably find transportation, or unable to transport themselves home or to another's care, the employee may transport the family member to the appropriate location. This should be done after receiving permission from a supervisor and should be in limited circumstances only. Certain discretionary personal uses shall be permitted with District vehicles during regular work hours such as break stops or short personal errands that fall within the immediate geographic area of specific business already being conducted for and in behalf of the District. Employees must report any accident, theft or malicious damage involving a District vehicle to their supervisor and the human resources department, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than 24 hours after the incident. Employees are expected to cooperate fully with the authorities in the event of an accident. However, employees should make no voluntary statement other than in reply to questions of investigating officers.

At times employees are required or expected to travel on District business using their personal automobiles. The District will reimburse employees ~~you~~ at the current IRS ~~State~~ authorized rate when required to do so.