

TITLE III – Plant, Equipment, Services and Supplies

SECTION 320 - USE OF PRIVATE VEHICLES FOR COUNTY BUSINESS

A. Conditions for Employee Use of Privately-Owned Vehicles

County employees may use privately owned vehicles for County business in accordance with Section 2.32.040 of the County ordinance under the following conditions:

1. A Private Vehicle Authorization Form has been fully approved for use of a private vehicle on county business and is on file with the Department. (Form may be found on the General Services Department Intranet page)
2. The employee must possess a valid California Operator's license. It is each department's responsibility to verify this is so prior to submission of the Private Vehicle Authorization Form.
3. In case of emergency, a department head or designee may authorize the use of a private vehicle, subject to subsequent certification by the Personnel Director or designee.
4. The driver and all passengers must wear seat belts at all times as required by California law and obey all current California rules and regulations.

B. Insurance Requirements

Every employee who uses his/her vehicle on County business must have and maintain current insurance coverage in standards set forth in Section 2.32.040(B)(1)(2) of the County ordinance.

C. Reimbursement for Authorized Use

Employees who are authorized and use private vehicles for County business in accordance with the provisions of this ordinance will be reimbursed at the current rates as established by resolution.

Such reimbursement is full compensation for the costs of using private vehicles including insurance, insurance deductibles, maintenance, repairs, fuel and depreciation.

D. Responsibilities for Bodily Injury or Property Damage to Other Employees who use privately owned vehicles for County business are fully responsible for bodily injury and/or property damage to others resulting from such privately owned vehicle use.

E. Incident Reporting Responsibilities for Privately Owned Vehicles Updates Approved Board of Supervisors 12/11/2018 DOC-2018-974

1. Employee Reporting Responsibilities

All incidents involving personal injury to an employee or bodily injury or property damage to another party must be reported to the employee's Department Head and Risk Management not later than the next working day following the incident, unless the employee is unable to do so for reasons beyond his/her control. In the latter case the incident shall be reported as soon as possible thereafter.

2. Department Head Reporting Responsibilities

When employees report incidents involving bodily injury or property damage to others while using their own personal vehicle on County business, a CONFIDENTIAL memo providing all known details of the incident shall be sent by the employee's Department Head to Risk Management within one working day of the initial report.