



# CARMEL AREA WASTEWATER DISTRICT

Date Written: 01/27/2017	<b>VEHICLE USE POLICY</b>	Author: Edward Waggoner
Policy No. 001		Approved By: CAWD Board Of Directors
Date Revised/Approved: 01/31/2019 As Amended		

## STATEMENT OF POLICY

This policy has been prepared as an orientation on what is expected of you in the operation and maintenance of your District vehicle. And have a complete understanding that Carmel Area Wastewater District (CAWD) will provide you (the Employee) with safe, dependable transportation. In turn, you are entrusted to use good judgement and have a complete understanding of the responsibilities involved, both of which are necessary to drive a CAWD-provided vehicle on CAWD business.

Any driver of a CAWD vehicle (or driving on CAWD business in any manner) must continually meet the following requirements:

- ✓ Possess a valid California Driver’s license
- ✓ Maintain an acceptable driving record per CAWD policy
- ✓ Follow the guidelines always stated in this policy

## REASON FOR THIS POLICY

The use of Vehicles is necessary to almost all programs and activities of Carmel Area Wastewater District. Given the number of Vehicles in use and the total miles driven, it is necessary to have policies in place to manage the risks associated with the use of Vehicles. CAWD’s primary concern is to avoid injuries and property damage to CAWD staff and the general public by promoting the safe operation of Vehicles used for CAWD Business. Accidents may cause injuries, fatalities, and property damage, worker’s compensation increases, and business interruption.

This document establishes CAWD policy for operating any Vehicle while conducting CAWD business. It defines the procedures that are in place to minimize the potential for accidents and losses, and serves as a guide to departments in managing those Vehicles under their control.

## INDIVIDUALS AND ENTITIES AFFECTED BY THIS POLICY

All staff members and board members of Carmel Area Wastewater District.

## WHO SHOULD KNOW THIS POLICY

- ✓ Board Members
- ✓ Administrative Staff
- ✓ Engineering Staff
- ✓ Operational Staff
- ✓ Maintenance Staff (Contractors)

- Collection System Staff
- Laboratory Staff
- Safety Staff

## **EXCLUSIONS**

There are no units or persons excluded from the requirements of this policy.

## **DEFINITIONS**

**Authorized Drivers-** Individuals who meet one or more of the following criteria:

- Been approved to drive by the General Manager as a result of a Motor Vehicle Report (MVR) check.
- Reviewed this policy, self-evaluated their MVR, and determined that they meet all the qualifications to operate a Vehicle on CAWD Business.

**Carts-** Any small, motorized utility vehicle (electric or gas powered) including but not limited to golf carts, Taylor-Dunn carts.

**Carmel Area Wastewater District-** All CAWD offices, treatment plant, and collection system locations, and any other activity conducted in the name of Carmel Area Wastewater District.

**CAWD Business-** Activities (including Travel) engaged in or on behalf of Carmel Area Wastewater District.

**CAWD Fleet Vehicle-** Any vehicle owned or leased by Carmel Area Wastewater District

**CAWD Vehicle-** Any CAWD Fleet Vehicle.

**Employee-** Any person paid through CAWD's payroll system in a position classified as regular or temporary, full-time or part-time and any CAWD in-house contractors.

**Indemnification-** The process or policy by which Carmel Area Wastewater District agrees to protect an individual from any threatened or asserted claims, actions, suits or proceedings due to the nature of his or her relationship with Carmel Area Wastewater District.

### **Minimum Driver Qualifications**

1. Possess a valid California or US driver's license with a classification appropriate to the type of Vehicle being driven.
2. Be at least 18 years of age and have one year of licensed driving experience prior to driving on CAWD Business. Request for exceptions to these requirements must be submitted to the General Manager in advance for review on a case-by-case basis.
3. Have an "acceptable" driving record, as defined by MVR Grading Grid. Individuals who are unsure of their driving record may secure a copy of from their auto insurance provider or through the California Department of Motor Vehicles.

**MVR-** Motor Vehicle Record, a report that typically contains information about a person's driving history, including information about traffic violations, accidents, etc.

**Personal Vehicle-** Any vehicle other than those owned or leased by CAWD while a staff member is on official CAWD Business.

**Take-home Vehicle-** Any CAWD Fleet Vehicle assigned to a specific employee for his or her exclusive use due to the requirements of his or her position.

## **RESPONSIBILITIES**

### **Administrators, Superintendents, and Supervisors**

Implement this policy and take appropriate steps to obtain compliance with this policy and policy 002 by those Employees under their supervision and control. Ensure fleet safety and compliance with the provisions of this policy within their respective departments.

Allocate appropriate resources for maintenance of CAWD Fleet Vehicles under their inventory control.

### **Authorized Drivers**

Operate any Vehicle being used by them on CAWD business in a safe and courteous manner in compliance with all applicable laws and CAWD policies.

### **Cellular/mobile Phones**

While operating a CAWD-owned vehicle and/or while in the performance of company business and operating any vehicle, employees shall not operate a cell phone, electronic communication device or any other electronic equipment, including hands-free devices. This shall apply to CAWD-owned/issued devices or ones owned by the employee. Employees are directed not to initiate and/or receive calls or use that equipment while driving except when absolutely necessary during an emergency as provided by law. If an employee must initiate or receive a call, text message or other communication; they shall drive to a safe location and stop the vehicle prior to activating the device, remaining there until the communication is completed. (See Safely Pull Over definition)

Any accident resulting from negligence due to phone or hands-free device usage will be subject to the at-fault conditions as described in the accident section of this manual.

### **Safely Pull Over**

If on a “freeway” which is defined as a road with controlled entries and exits, you cannot pull over to the shoulder, you must take the next exit and find a place to safely stop. The right hand shoulder is for emergencies only. All other roads and highways, you can pull to the right shoulder going beyond the white line by a few feet.

### **Safety Belts**

Use of safety belts (in vehicles so equipped) is required for the driver and all Vehicle occupants anytime the Vehicle is in motion. Drivers must enforce this requirement, and should not place a Vehicle in motion unless all passengers are appropriately wearing safety belts. The number of passengers in any Vehicle may not exceed the number of available safety belts. Passenger travel in pickup truck beds is prohibited when the Vehicle is being used on public roadways.

### **Smoking**

Smoking and Vaping are prohibited in ALL CAWD Vehicles.

### **Hazardous Materials**

Transportation of Hazardous Materials in any Vehicle operated on CAWD Business or for any other CAWD purpose is prohibited except by Employees who are specifically trained, certified, and authorized for this duty.

## **Take-Home Vehicles**

A Carmel Area Wastewater District Fleet Vehicle may be assigned to a specific staff member as a Take-Home Vehicle with the authorization of the General Manager or his/her designee. Assignment of a Take-Home Vehicle to an employee should be based on the requirements of the individual's position with CAWD. The qualification, authorization, and other requirements of this policy apply to Take-Home Vehicles. CAWD Departments with a legitimate business need to assign a Take-Home Vehicle should follow Maintenance Department guidelines for the care/maintenance and use of the Take-Home Vehicle.

## **RESPONSIBILITIES FOR VEHICLE CARE**

All CAWD-provided vehicles are designed as "non-smoking" areas. You are expected to keep your vehicle in a clean, well-maintained condition.

### **Tire Care and Replacement**

Tire mileage is directly proportional to driver techniques, wheel alignment, tire pressure and wheel balance. All of these factors are under your control. All of these factors are under the driver's control. Tire pressures must be checked monthly or weekly (and kept at a PSI level as designated in the vehicle manual or as designated on the inside door panel of the vehicle) and tires visually inspected. Alignment and wheel balance problems must be corrected immediately upon notice to avoid drastic tire wear.

### **Maintenance and Repair**

It is the driver's responsibility to have the scheduled maintenance performed at the designated intervals to ensure maximum vehicle performance for safety, operating efficiency and extended life of the vehicle:

- Change oil according to manufacturer's suggested maintenance schedule
- Keep tires inflated to the proper PSI rating
- Have tires rotated every 10,000 miles
- Frequently inspect belts and hose for cracks, leaks and loose fittings

Driver safety checklists should be performed in writing at least once per month. Drivers should inspect all safety related equipment, including headlights, taillights, brake lights, turn signals, running lights, license plate lights, etc. Also, check tire tread for proper tread depth, windshield wipers and horn operation.

## **ACCIDENTS**

A valid insurance card and vehicle registration shall be carried in the vehicle at all times and are located in the glove box or the driver's side visor.

In the event that you are involved in an accident, follow these instructions:

1. When an accident involves another vehicle, obtain the following information:
  - Driver's name (and owner's name if different from the driver)
  - Address
  - Telephone number
  - Name of insurance company and policy number
  - Vin, vehicle year, make and model
  - Vehicle license plate number
2. If possible, obtain names, address and telephone numbers of any witnesses, including name, badge number, department name and address of any investigating law enforcement agency.
3. Identify yourself and show your driver's license and insurance identification card. Do not discuss CSRMA Insurance Policy. **Do not assume the blame for the accident** and, above all, do not agree to any settlement.

4. Cooperate with the investigating law enforcement officers. Answer their questions factually and avoid commentary beyond that. Do not insist that a citation be issued to the other operator. Despite your opinion, the officer may be trying to decide responsibility for the accident and an overly aggressive attitude on your part may result in a decision against you. In a given situation, the officer might ask if you want a citation issued to the operator. If so, answer in the affirmative and explain that this is CAWD's preference.
5. Note if there are any injuries reported by anyone involved in the accident.
6. It is your responsibility to notify any state and/or local agency (police, etc.) of the accident and to file the appropriate written report as required by California State Law, in addition to notifying CAWD management.
7. If an adjuster or any other representative from the other driver's insurance company contacts you for a statement (either written or recorded), refer that person to CAWD management.
8. If it is determined that the Carmel Area Wastewater District driver is at fault, you will be financially responsible for the first \$2,000.00 in physical damage.
9. If you are found to be under the influence of drugs or alcohol at the time of the accident, regardless of whether you are found at fault or not, your employment will be terminated.

## **TRAFFIC AND PARKING VIOLATIONS**

### **Minor Violations Include:**

Three minor violations within a 12-month period or five minor violations during a three-year period will result in loss of CAWD-provided vehicle and losing the privilege of driving on CAWD business in any manner.

- Speeding less than 25 mph over the limit.
- Failure to wear seat belt
- Failure to stop at a stop sign or stop light
- Use of a non- hands-free cell phone or texting

### **Major Violations Include:**

If the employee receives a major driving violation conviction, it will result in loss of CAWD-provided vehicle, and you will lose the privilege of driving on CAWD business in any manner. It may also subject the employee to further disciplinary action, including up to employment termination.

- Driving under a suspended or revoked license.
- Hit and run or leaving the scene of an accident.
- Vehicle theft due to negligence (including failure to park the vehicle in a secure, well-lit area or parking garage, failure to lock doors, leaving keys in plain view, or leaving a vehicle running while unattended).
- Vehicle manslaughter, homicide or assault arising out of the operation of a motor vehicle.
- Use of false motor vehicle documents, such as license or registration
- Failure to obey school crossing guard or any school bus violation.
- Passing on the wrong side, on a hill or where prohibited.
- Reckless, careless or negligent driving.
- Driving on the wrong side of a divided highway.
- Participating in racing or a speeding contest.
- Driving while under the influence of alcohol, even if under the legal limit; driving while intoxicated at the legal limit or above; and/or driving while under the influence of drugs, whether prescription drugs or any controlled/illegal substances.
- Speeding more than 25 mph over the limit.
- Eluding a police officer.
- Failure to keep an acceptable motor vehicle record.

CAWD-provided vehicle privilege or driving on CAWD Business in any manner may be reinstated at the discretion of management after 12 months from the date of loss of privilege, provided a clean driving record (no moving violations or at-fault accidents) has been maintained.

Each driver is responsible for prompt payment of any fine incurred as a result of unlawful operation or illegal parking of the company vehicle. If an unpaid fine reaches judgement status, the fine plus a \$25.00 penalty will be deducted from your paycheck.

### **Operating a Vehicle on CAWD Business**

1. All Authorized Drivers must:

- ✓ Have a valid California Driver's license in their possession at all times while they are operating any Vehicle on CAWD business or for any other CAWD purpose.
- ✓ Not use a CAWD Vehicle for personal business. Personal use is not permitted, and violation of this may result in disciplinary action.
- ✓ Operate Vehicles in a safe, controlled, and courteous manner, in compliance with applicable traffic laws, this policy, and any other applicable CAWD policies.
- ✓ Turn off and lock CAWD Vehicles when left unattended.
- ✓ Store valuable equipment /items in safe locations, side boxes, covered in back seat or trunk of the vehicle.
- ✓ Be aware of weather and road conditions and make prudent decisions regarding travel based on those conditions.
- ✓ Not place a vehicle in motion unless all occupants are wearing safety belts (in vehicles so equipped), and ensure their continued use throughout the trip.
- ✓ Not transport unauthorized passengers, cargo, or permit any unauthorized person to drive a CAWD Vehicle.
- ✓ Inspect the Vehicle prior to use for safety concerns, report defects to the appropriate authority, and not operate any Vehicle with deficiencies that make it unsafe to operate.
- ✓ Complete any required driver safety training as assigned by CAWD Management or CAWD insurers.

2. Authorized Drivers who will be towing a trailer must verify all of the following prior to operating the Vehicle: CAWD will provide training on trailer towing laws and procedures for the different trailers in CAWD's vehicle fleet

- ✓ The trailer weight does not exceed the limits specified by the trailer manufacture and the total weight of the trailer does not exceed the towing limits specified by the tow Vehicle manufacture.
- ✓ The trailer load is appropriately distributed and adequately secured in place.
- ✓ The wheelbase of the tow Vehicle is adequate for the trailer being towed.
- ✓ All trailer lights and brakes are in proper working order.
- ✓ Trailer tires are properly inflated.
- ✓ The trailer emergency chains are adequate and secured as required by law.
- ✓ Operate the tow Vehicle at a safe speed commensurate with trailer weight and load.

## RELATED DOCUMENTS, FORMS

### APPENDIX A

#### Regulations Concerning Use of Vehicles

1. Passengers – Only persons with an appropriate CAWD purpose should be passengers in a Vehicle being operated on CAWD Business or for any other CAWD purpose. It is understood that in extenuating situations it may become necessary for others to be passengers in the Vehicle. This should be on an exception basis and drivers are expected to use good judgement in these situations.
2. Accident Reporting – All accidents involving a CAWD Vehicle or associated with a CAWD activity (regardless of Vehicle ownership) must be reported immediately to the local law enforcement agency and to the driver's supervisor or CAWD management. If the accident involves a Personal Vehicle, the driver should notify his or her insurance company. The specific reporting requirements and timelines can be found in the Accident Reporting Guidelines Packet, located on the driver's visor.
3. Unsafe Driving Reports – All CAWD Vehicles are marked with the Carmel Area Wastewater District name, a Vehicle Identification number, and a Vehicle license plate number. Reports of unsafe driving are received from time to time by CAWD Management. When received, such reports will be documented, investigated, and reported to the driver's supervisor. Reports of unsafe driving may result in disciplinary action up to and including the suspension or revocation of driving privileges on behalf of CAWD or possible termination of employment at CAWD.
4. Personal Vehicles – Individuals who operate Personal Vehicles on CAWD Business must possess a valid California Driver's license, must be in compliance with all driving and motor vehicle laws, must possess their own automobile liability insurance, and must meet the qualifications outlined in this policy.
  - Private or personal vehicles shall only be used after the employee/Director has confirmed that an appropriate District vehicle is not available or cannot reasonably be accessed to accommodate the necessary travel.
  - Drivers who operate Personal Vehicles to conduct CAWD Business should be aware that their own personal automobile insurance must provide the primary coverage for both liability and physical damage. Any rental vehicle costs are the responsibility of the driver who has utilized a personal vehicle.
  - Operating a Personal Vehicle on CAWD Business in violation of this policy will result in no excess liability coverage by CAWD and may disqualify the driver from receiving Indemnification from CAWD. CAWD reserves the right to secure an MVR check on any driver who operates a Personal Vehicle while conducting CAWD Business. The driver or owner, not CAWD, is responsible for any physical damage to a Personal Vehicle operated on CAWD Business.
5. Rental Vehicles – Employees traveling on approved CAWD Business who need to rent a Vehicle from a commercial car rental company should be aware that CAWD's auto liability and physical damage coverage extends to the rental for rentals within the United States. Management provides ID cards to show proof of insurance coverage to the rental company.
6. Carts – Many departments use Carts to move people and materials around the wastewater Facility. The Safety Officer established guidelines regarding the use of Carts (Policy No. 002) for CAWD Business.

## **APPENDIX B**

### **CAWD Fleet Vehicle Inspection and Maintenance**

Each Carmel Area Wastewater District Department is responsible for ensuring that CAWD Vehicles under its inventory control are properly inspected and mileage maintained. Annual safety inspections are required and must be scheduled through Maintenance Department for historical records to be maintained. If maintenance or repair work is performed by an outside vendor, the CAWD Staff member who has the vehicle serviced is responsible to forward the maintenance records to the Maintenance Department to be recorded.

## **APPENDIX C**

### **CAWD Fleet Vehicle Registration and Marking**

Maintenance Department is responsible for assigning CAWD Vehicle numbers to all CAWD Fleet Vehicles and will arrange for licensed CAWD Fleet Vehicles to receive the appropriate CAWD markings. All newly acquired CAWD Fleet Vehicles (new, used, purchased, or donated) must be inspected by Maintenance Department to begin the process of applying for title, plates, and registration. Maintenance Department will coordinate with Management. Once a CAWD Fleet Vehicle registration is received, Management will provide a copy to the Department to be kept in the CAWD Fleet Vehicle at all times.

## **APPENDIX D**

### **CAWD Sign out Procedure**

#### **Treatment Plant Vehicles**

Authorized users can reserve a vehicle (subject to the conditions of use) by filling out the sign-out sheet for that vehicle posted in the operations building. On the day of use, the keys can be picked up in the Operations Office or Maintenance Shop. There will be Check-out Forms in the Operations Office.

When the vehicle is returned it should:

1. Have at least a half a tank of gas
2. Be reasonably clean in and out
3. Keys must be returned to the key box where the keys acquired from.
4. Checked out sheet must be completed

#### **Administration Vehicles**

Authorized users can reserve a vehicle (subject to the conditions of use) by filling out the sign-out sheet for that vehicle posted in the Administration Building. On the day of use, the keys can be picked up in the Administration Building. There will be Check-out Forms in Administration office.

When the vehicle is returned it should:

1. Have at least a half a tank of gas
2. Be reasonably clean in and out
3. Keys must be returned to the key box where the keys acquired from.
4. Checked out sheet must be completed



# FORMS

# Carmel Area Wastewater District Vehicle Inspection Form

The person releasing the vehicle is to fill out this form. Form must be completed before releasing the vehicle.

<b>Vehicle #</b>	Year, Make & Model:	VIN#:
Date:	Mileage:	Name of Person:

**\* This form will be filled out on a weekly basis or if vehicle is checked out for a trip more than 50 Miles \***

Items:	OK	Comments:
Body of Vehicle		
Tires; condition & Air pressure		
Horn		
State License , Sticker		
Oil Level on Dipstick		
Radiator Fluid level		
Brake Fluid Level		
Transmission Fluid Level		
Power Steering Fluid Level		
Belts and Hoses		
Wipers & Fluid Reservoir		
Low & High Beam Headlights		
Brake Lights		
Turn Signal Lights		
Emergency Flasher Lights		
Vehicle Insurance Card Valid		
Gas Tank Full		
Fire Extinguisher		
Flares/Reflectors		
Emergency Instructions		
Wash Vehicle (if needed)		
Interior Cleaned		

**I have read and followed the Vehicle Inspection on this form.**

**Signature of person inspecting vehicle:**

**Date:** \_\_\_\_\_

\_\_\_\_\_

# Carmel Area Wastewater District Reservation Request Form For Day Trips or Longer Vehicle Usage

Your reservation request should be e-mail to your Supervisor two (2) business days before usage. Your confirmation should be e-mailed to you within one (1) business day after your reservation request is received. Please call (831) 624-1249, ext.291 if your confirmation is not received within the 1-day period.

Items marked in **RED** are required to complete this form.

<b>Name:</b>	
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<b>Employee ID Number:</b>	
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<b>Department:</b>	
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<b>Telephone Number:</b>	
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<b>Vehicle Pick-Up Site:</b>	
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<b>Type of Vehicle:</b>	
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<b>Departure Time:</b>	(day)	(MM)	(DD)	(YY)	(Time)	
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<b>Return Time:</b>	(day)	(MM)	(DD)	(YY)	(Time)	
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<b>Number of Passengers:</b>	
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<b>Destination:</b>	
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<b>Purpose of Trip:</b>	
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<b>Additional Remarks:</b>	
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Form-V002





**Driver Responsibility Statement**

**I hereby certify that I have read and fully understand all Carmel Area Wastewater District policies concerning the use of a CAWD vehicle. The willful neglect or misuse of any CAWD-owned vehicle is cause for disciplinary action under the provisions of CAWD policies and such misuse or false statements about the use of CAWD vehicles may subject the employee to the suspension of all vehicle pool privileges.**

**Drivers must have a valid driver's license for the type of vehicle to be operated and keep the license(s) with them at all times while driving.**

**I have read the above statement and agree to comply with Carmel Area Wastewater District vehicle policies**

**Policy: Vehicle use Policy**

**Print Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Form-V004**