
Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Personal Vehicle Usage and Rental Vehicles

POLICY NUMBER: 7245

7245.1 When an employee is authorized to use his/her personal vehicle in the performance of District work, he/she shall be eligible for reimbursement for the cost of said use on the basis of total miles driven and at the rate specified in Section 7245.3.

7245.2 Use of personal vehicles shall not be authorized for the performance of District work if a suitable District vehicle is available and safely operational unless it makes operational sense and is cost effective for the District.

7245.3 Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of said work.

7245.4 Prior to personal vehicle usage authorization, employees and trustees must first provide a Certificate of Insurance to the District with minimum limits of \$100,000/\$300,000/\$50,000 for bodily injury per person, bodily injury per accident, and property damage respectively (Proof of current coverage and limits must be kept on file at the district).

7245.5 Employees and trustees must ensure their vehicle is currently registered with the Department of Motor Vehicles.

7245.6 Operate the vehicle in accordance with California traffic safety laws including use of seatbelts.

7245.7 Any employee or trustee whose personal vehicle is damaged in a collision while the employee is performing duties within the course and scope of District business shall be reimbursed for the cost of a deductible up to a recommended amount of \$1,000, provided:

7245.7.1 The employee/trustee was not in violation of any state statute;

7245.7.2 The driver of the other vehicle is responsible for the accident as verified by a police report; and

7245.7.3 The employee/trustee was operating the vehicle within the course and scope of District business;

7245.7.4 The amount to be reimbursed by the District is not recoverable under any insurance policy available to the employee.

7245.7.5 The employee/trustee must provide verification of the cost of the damage to the District.

7245.8 Rented or Leased Vehicles; District employees are not permitted to use a rental car in conducting District business without prior approval from District Manager.

7245.8.1 When renting a vehicle, the employees/trustees personal insurance is primary. The District must ensure that employees/trustees operating rental vehicles on District business have adequate coverage for collision and liability in accordance with 7245.4.

7245.8.2 The rental company may offer an optional Loss Damage Waiver (LDW), if employee waives LDW protection, the employee/trustee (renter) assumes financial responsibility for damages to the rental car, loss of use of the car while is being repaired, miscellaneous administrative expenses of the rental company and liability and property damage to third parties. The District does not require employees to purchase the rental companies LDW, but employees/trustees may choose to purchase the optional LDW at their own expense.