

# Novato Sanitary District

## POLICY HANDBOOK

POLICY TITLE: Vehicle Assignment and Usage  
POLICY NUMBER: 2047

2047.1 District vehicles are assigned to the following positions:

- ~~General Manager-Chief~~ Engineer
- ~~Deputy Manager-Engineer~~
- ~~Administrative-Technical~~ Services Manager
- Field Services ~~Superintendent~~ Manager
- ~~Wastewater Facilities~~ Manager
- Collection Systems Superintendent

The above list of positions shall be reviewed periodically and adjusted as required, at the discretion of the District Board of Directors and upon recommendation of the ~~General Manager-Chief~~ Engineer.

2047.2 Use of a District-provided vehicle for commuting is considered a non-cash fringe benefit and is treated as taxable income. Income tax is withheld and the value of the fringe benefit is reported to the IRS and included on Form W-2.

2047.3 With the exception of commuting to and from work and *de minimis* personal use, other personal use of District vehicles is prohibited. Only the District ~~General Manager-Chief~~ Engineer has the authority to permit persons other than District employees to drive District vehicles. (Board of Directors' minutes 8/8/05).

2047.4 Employees performing standby duty are provided a District vehicle during the periods they are scheduled to be on standby duty to respond to emergencies during non-working hours. Use of District vehicles for standby duty is not treated as a taxable benefit.

2047.5 When an employee is authorized to use his/her personal vehicle in the performance of District work, he/she shall be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service (~~IRS~~) Guidelines in effect at the time of said usage.

2047.6 Proof of adequate insurance coverage for collision, personal injury, and property damage in an amount at least equivalent to the District's insurance deductible of \$100,000 shall be required by the District of any employee using a personal vehicle in the performance of District work.

2047.7 Use of personal vehicles shall not be authorized for the performance of District work if a suitable District vehicle is available and safely operational.

**2047.8** Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of said work.

DRAFT