

## **CHAPTER 10 VEHICLES AND EQUIPMENT**

### **10.1 USE OF DISTRICT VEHICLES**

- A. The District is in the business of providing water to its customers twenty-four (24) hours a day. To enable the District to provide timely response to both routine and after-hour emergencies, calls for assistance, and to maintain the District's water system, the District provides for the use of a limited number of vehicles by its employees. The District also provides for the use of vehicles by employees who are in geographically strategic positions and trained to respond to emergency situations in the event of a natural disaster (such as a breach of security, flood, or an earthquake) or a catastrophic system failure. The District also provides for the use of vehicles by employees who are required to attend meetings during work, after or near the end of a workday, and/or at locations far from the routine workstation. The vehicles provided to employees should be suitable for the requirements of the employee's position based on a number of considerations, including but not limited to: locale, terrain, weather, job assignment, cargo capacity, towing capability, and passenger accommodation.
- B. The Manager shall have discretion, based on the considerations and objectives set forth in Section 10.1.A and on any other relevant factors, to select both those employees who may use a District vehicle to commute to and from work and the type of vehicle best suited for each employee.
- C. Unless the Board determines otherwise, use of a District vehicle is not part of the compensation for an employment position. Vehicles may be re-assigned at any time.
- D. If an employee improperly and/or unlawfully uses a District vehicle, the employee may be subject to disciplinary action.

### **10.2 PERSONAL USE**

- A. District vehicles may be used only for District business. Vehicles may not be used for personal purposes other than for authorized commuting. In no cases should friends or family members be transported in a District vehicle without approval of the Manager.
- B. "Standby" employees are assigned a District vehicle and are not required to remain at their principal residence during standby hours. The standby employee is allowed to use the District vehicle for conducting minimal personal business while on standby. Friends and family members may not be transported in the District standby vehicle. Standby employees must always remain within a thirty (30) -minute response time for District emergencies. This thirty-minute response time is meant to provide a thirty-minute response to anywhere in the District. This restriction effectively limits standby personnel from leaving the Paradise/Magalia vicinity.

- C. Employees assigned District vehicles to commute to and from work other than in standby arrangements, will have a “commuting valuation” fee added to their annual W-2 information. The fee shall be set by the Internal Revenue Code.

### **10.3 MARKINGS**

All District vehicles, except those that are a part of the compensation for an employment position, will be clearly marked on both sides with decals or with special painting identifying the vehicles as property of the District and shall have a license plate displaying “California Exempt”.

### **10.4 IDLING POLICY**

All District Drivers-

Every effort shall be made in **every** district vehicle to observe the idling policy regardless of engine type or application.

No vehicle or engine subject to the in-use off-road or on-road diesel regulation may idle for more than five consecutive minutes. The in-use off-road idling limits took effect on June 15, 2008, the day that the off-road diesel regulation became effective under California Law.

Please Contact Paradise Irrigation District Supervisors or the District Mechanic for more information if this policy is unclear or you have additional questions.

Each off-road or on-road vehicle that is subject to this idling policy shall have a sticker or label affixed to it in a conspicuous location indicating that this idling policy applies to said vehicle.

#### **10.4.1 Idling Limitations –**

No vehicle or engines subject to this regulation may idle for more than five (5) consecutive minutes. Idling of a vehicle that is owned by a rental company is the responsibility of the renter or lessee, and the rental agreement should so indicate. The idling limit does not apply to:

- A. Idling while queuing.
- B. Idling to verify that the vehicle is in safe operating condition.
- C. Idling for testing, servicing, repairing, or diagnostic purposes.
- D. Idling necessary to accomplish work for which the vehicle was designed (such as operating a crane.)
- E. Idling required to bring the machine system to operating temperature, as specified by the manufacturer.
- F. Idling necessary to ensure safe operation of the vehicle.

The enforcement advisory describes the method by which the idling policy will be enforced by the Air Resource Board (ARB) staff, and also states “each first time violation of the idling requirements will be assessed a minimum civil penalty of \$300. Subsequent penalties can range from \$1,000 to \$10,000.”

## **10.5 REPLACEMENT POLICY**

It is the policy of the District that District owned vehicles and equipment will be replaced per the established criteria and whenever possible utilizing the State of California contracts for vehicle purchases. This policy is a guideline to assist staff and Board Members in replacing vehicles and equipment. The ultimate decisions will be determined by the Board of Directors.

### **10.5.1 Replacement Criteria –**

Replacement criteria for the District-owned vehicles and equipment will depend primarily on utilization (miles driven and/or hours operated) and the number of years in service. Other factors to be considered are (not in the order of importance):

- A. Vehicle down time cost
- B. Repair costs
- C. Replacement cost
- D. Availability of new vehicles or equipment
- E. Safety
- F. Public image
- G. Resale value

Each District vehicle or equipment has been placed in one of the following categories listed below as part of a replacement standard.

Light Vehicle: Pickup, Jeep, Sedan, SUV

Large Vehicle: Dump truck, Boom truck, Service truck, Water truck

Heavy equipment: Backhoe, loader, skid steer, roller, vacuum excavator, asphalt zipper

Special equipment: Portable air compressors, stationary generators, trailers, boats

Miscellaneous: Small power equipment under \$5,000, Tampers, Compactors, Pumps, Generators, Air tools, Power tools, etc.

### 10.5.2 Replacement Schedule –

CATEGORIES	MILEAGE/HOURS	YEARS
1. Light Vehicle	120,000 MILES	12 YEARS
2. Large Vehicle	80,000 MILES	12 YEARS
3. Heavy Equipment	6,000 HOURS	12 YEARS
4. Special Equipment	AS NEEDED	AS NEEDED
5. Miscellaneous	AS NEEDED	AS NEEDED

### 10.5.3 Guide for Early Replacement –

The consideration for early replacement of a vehicle or piece of equipment often arises when major expenditures are necessary to restore a vehicle or piece of equipment to safe operating condition (repair due to accidents, major mechanical repairs, etc.). The vehicle or equipment shall not be replaced earlier than allowed by the Replacement Schedule except in the following two circumstances:

- A. Major expenditures for repair should not be made when the cost of the repair plus the vehicle salvage in un-repaired condition exceeds its market resale value in repaired condition.
- B. Major deferrable expenditures should not be made when a vehicle is in the final six months of its retention cycle. During the period, the penalty for early replacement is low; therefore, the vehicle should be replaced rather than repaired.

### 10.5.4 Replaced Vehicles/Equipment –

Vehicles/Equipment no longer in service will be declared surplus by the District's Board of Directors following a request by District Staff. Sale of the surplus equipment will be **“in the most cost effective manner possible”**, which may be by salvage, scrap, auction, direct sale upon sealed bid, or another method.

## 10.6 USE OF PERSONAL VEHICLES FOR DISTRICT BUSINESS

- A. Employees are encouraged to use District-owned vehicles when conducting District business. If a District-owned vehicle is not available or it is not practicable to use one, then an employee may use his personal vehicle provided the employee receives authorization from his supervisor. An employee will be compensated for the use of a private vehicle at the rate per mile then allowed by the Internal Revenue Code. This compensation represents the employee's compensation for all costs including gas, maintenance, wear and tear, insurance and capital investment.

- B. If an accident occurs while an employee is engaged in District business in a personal vehicle, the District, under the following circumstances, will reimburse the employee for the amount of his vehicle insurance deductible:
1. The accident is reported to the applicable, governing law enforcement agency within twenty-four (24) hours of the occurrence; the agency completes an investigation of the accident; a report of the investigation is prepared; and the employee, within five (5) working days of the preparation of the report, provides his immediate supervisor with a copy of the report and with proof of insurance coverage for the employee's vehicle.
  2. The employee did not cause or contribute to the accident by acts or omissions, which were intentional, reckless or grossly negligent.
  3. At the time of the accident, the employee was wearing all safety restraints required by law.
  4. At the time of the accident, the employee had collision damage insurance coverage on his personal vehicle. Payment by the District under this subsection is limited to the amount of the deductible. If the damage to the vehicle was caused, or contributed to, by the acts or omissions of a third party who was not an employee of the District, the personal insurance coverage of the employee or third party shall be the primary insurance to which all parties shall look for compensation. Payment by the District shall be considered only after the employee and/or his vehicle insurance carrier has exhausted all legal remedies and collection efforts against each third party.
- C. If an accident occurs while an employee is engaged in District business and the employee caused or contributed to the accident, the employee may be subject to disciplinary action.

## **10.7 CONDUCT**

- A. An employee shall use safety restraints as required by law when in any motor vehicle on District business.
- B. An employee operating any motor vehicle on District business shall:
1. Exercise reasonable care by obeying all traffic signals and laws.
  2. Be a courteous and responsible driver.
  3. Complete defensive driver training provided by the District.
  4. Employees shall not engage in smoking of any type while inside a District vehicle.

C. An employee operating a District vehicle shall maintain at the time a valid California driver's license. In the event an employee's license is suspended or revoked or otherwise rendered invalid, the employee shall report the suspension, revocation or invalidity to the employee's supervisor. An employee also shall report to his supervisor:

1. Any conviction for driving under the influence of alcohol.
2. Any traffic violation committed in a District-owned vehicle.

All reports required by this section of an employee to a supervisor shall be made within one working day after the suspension, revocation, invalidity, or conviction, as the case may be. The supervisor shall, in turn, notify the Manager within one working day of receiving the employee's report. The failure of an employee to report the suspension, revocation, invalidity, or conviction shall be grounds for disciplinary action.