

## **RUSSIAN RIVER CEMETERY DISTRICT**

### **POLICIES & STANDARD PRACTICES**

TITLE: <b>Motor Vehicle Policy</b>	DATE: 2/18/2020
ADOPTED: February 18, 2020	AMENDED: 10/21/2025
SIGNATURE:	AMENDMENT NO. 1

#### **I. GENERAL**

This policy has been adopted by the Russian River Cemetery District to inform all employees about what is expected in the operation and maintenance of District vehicles. Every District-owned vehicle is expected to be maintained in good operating order and to provide each user with safe, dependable transportation. In turn, every driver entrusted to operate a vehicle must use good judgment and have a complete understanding of the responsibilities involved, both of which are necessary to drive a District owned vehicle on District Business.

Every driver of a District-owned vehicle (or driving on District business in any manner) must meet the following requirements:

- Possess a valid driver's license
- Maintain an acceptable driving record per District policy
- Follow the guidelines stated in this policy at all times

The policies set forth below apply equally to the operation of personally owned vehicles used for District business, unless specifically stated otherwise.

#### **II. DEFINITIONS**

- A. "District" means the Russian River Cemetery District.
- B. "Foreman" means the Grounds Foreman of the Russian River Cemetery District.
- C. "Trustees" means any duly appointed person currently serving on the Board of Trustees of the Russian River Cemetery District.
- D. "Vehicle" means any four- or more-wheeled motor vehicle used for District business both within and without the boundaries of the Russian River Cemetery.

#### **III. USE OF VEHICLE**

Employees may utilize District-owned vehicles to assist in the performance of their assigned duties. District-owned vehicles are to be used only for business purposes; they may not be used for personal reasons. Loaning vehicles to friends, neighbors, relatives or other agencies is a violation of District policy.

From time to time, in the course of conducting District business it may be necessary to carry persons who are not Trustees or employees of the District. However, transporting friends, families or others on other than District business is a violation of District policy.

#### **IV. VEHICLE CARE**

##### **A. No Smoking Area**

All District-owned vehicles are designated as “non-smoking” areas. Every employee who uses District vehicles is expected to keep vehicles in a clean, well-maintained condition.

##### **B. Cell Phone and Wireless Devices**

Employees shall be prohibited from driving or operating a District vehicle while using a wireless telephone unless that telephone is specifically designated and configured to allow hands-free listening and talking and is used in that manner while driving.

##### **C. Maintenance and Repair**

Neglecting to maintain a vehicle in good operating condition could result in the driver being charged for any resulting repairs. Unusual wear and tear above industry average, or neglecting to maintain your District-provided vehicle, may result in the loss of your vehicle and further disciplinary action.

It is the driver’s responsibility to check fluid levels.

It is the Grounds Foreman’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 hoses for cracks, leaks or loose fittings

Drivers should inspect all safety-related equipment, including headlights, taillights, brake lights, turn signals, running lights, license plate lights, tire tread, windshield wipers, and horn operation.

#### **V. INSURANCE COVERAGE**

##### **A. District-Owned Vehicles**

1. All District-owned vehicles are covered under the District’s liability, collision, and comprehensive insurance policies.
2. Employees are covered under the District’s insurance while operating District vehicles for official District business, provided they comply with this policy and all applicable laws.
3. The District will not be responsible for any fines, penalties, or damages incurred as a result of an employee’s negligence, reckless driving, or unlawful activity.

## **B. Personal Vehicles Used for District Business**

1. Employees may be authorized to use their personal vehicle for District business when a District-owned vehicle is not available or when specifically approved by the Foreman or Office Manager.

2. Employees must maintain the following at all times:

- A valid driver's license

- Current vehicle registration

- Personal auto insurance that meets or exceeds California's minimum liability requirements

3. Proof of insurance must be provided to the District upon request and kept current.

4. In the event of an accident while using a personal vehicle for District business:

- The employee's personal auto insurance is primary coverage.

- The District's insurance may provide secondary/excess coverage after the employee's personal insurance has been applied.

5. The District is not responsible for damage to the employee's personal vehicle or for any increased insurance premiums resulting from its use.

## **C. Unauthorized Use**

1. Any use of a District-owned vehicle or personal vehicle for non-business purposes is strictly prohibited and will not be covered under the District's insurance.

2. Employees engaging in unauthorized use may be held personally liable for any damages, injuries, or claims resulting from such use, in addition to being subject to disciplinary action.

# **VI. REPORTING PROCEDURES**

## **A. Accidents**

1. Any accident involving a District-owned vehicle or a personal vehicle being used for District business must be reported immediately to the Grounds Foreman and the Office Manager.

2. If the accident involves injury to any person, significant property damage, or appears to require law enforcement, the driver must notify local authorities at the scene.

3. A written accident report must be submitted to the District within 24 hours of the incident. The District may also require completion of an insurance claim form.

4. Failure to promptly report an accident may result in disciplinary action and may affect insurance coverage.

## **B. Traffic Citations**

1. All moving violations or citations received while operating a District-owned vehicle must be reported to the Grounds Foreman and Office Manager no later than the next business day.

2. The District is not responsible for payment of fines or penalties resulting from traffic violations incurred by the driver.

## **C. Vehicle Damage or Malfunctions**

1. Any damage, mechanical issue, or safety concern with a District vehicle must be reported immediately to the Grounds Foreman.
2. If a vehicle becomes unsafe to operate, it must be removed from service until repairs are completed.
3. The Grounds Foreman is responsible for coordinating repair and maintenance with approved service providers.

#### D. Breakdowns or Emergencies

1. In the event of a breakdown or roadside emergency, the driver should:
  - Move the vehicle to a safe location if possible.
  - Contact the Grounds Foreman for instructions.
  - If necessary, request roadside assistance or emergency services.
2. Employees should not attempt repairs beyond basic checks (e.g., replacing wiper blades, adding fluids) unless specifically authorized by the Grounds Foreman.