



REGIONAL PARK AND OPEN SPACE DISTRICT Policy and Procedure Manual



Policy 7.2

Use of Park District Vehicles

I. POLICY

All District employees are required to review and adhere to the following policies governing the use of vehicles:

- i. County Policy D-2, Use and Purchase of County Vehicles
- ii. County Policy D-10, Overnight Retention of County Vehicles
- iii. County Standard Safety Operations Manual Doc. 4001, Vehicle Use and Safety Guidelines
- iv. County of Riverside Automotive Fleet Policy & Regulations
- v. Auditor-Controller, Standard Practice Manual

In accordance with County Policies D-2 and D-10, County Standard Safety Operations Manual Doc. 4001, County Automotive Fleet Policy and Regulations, and the Auditor-Controller's Standard Practice Manual, County vehicles shall be used only for the purpose of County business and not for the personal business or pleasure of any person whatsoever. All employees, by job classification or job assignment, who may be required to drive on County Business, must have a completed and approved General Form #30, *Authorization to Drive a Riverside County Vehicle or other Vehicle on County Business* on file. This includes all motorized vehicles, golf carts, all-terrain vehicles (ATVs), and Utility Terrain Vehicle (UTVs).

No employee shall take a County vehicle outside the County or keep any vehicle at his residence without written authorization by the Parks Director or his/her designee. Under limited circumstances, non-routine overnight use of a County/Park District vehicle may be in the best interest of the County/Park District. These circumstances shall only be considered in the course of conducting official County/Park District business. For example, multi-day training at a distant location may warrant use of a County/Park District vehicle to reduce County travel costs.



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Reimbursement for the use of privately-owned vehicles shall be permitted only when a County/Park District vehicle is not available or by prior approval of supervisor/manager.

II. PURPOSE

To establish procedures for the use of County/Park District owned vehicles in the conduct of County/Park District business.

III. PROCEDURE

A. Daily Use

1. Vehicles Assigned to Park Headquarters (Pooled Vehicles)

- a. Vehicles are available on a day-to-day basis and keys are maintained at headquarters. Vehicles may be utilized or reserved based on need, distance of travel, number of occupants, and length of time the vehicle is needed.
- b. Vehicles must be reserved on the specific vehicle request calendar through Outlook. You can do this by inviting the calendar to your appointment and include the destination and length of time of use.
- c. Once your request is approved, keys may be checked out from Guest Services.
- d. Vehicles and keys shall be returned to Guest Services once the travel is complete.

2. Executive Vehicle

- a. The designated Executive Vehicle is available for use by all staff but priority is reserved for the Executive Team.



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- b. If being reserved by staff outside of the Executive Team, the Executive Vehicle may be requested when no other vehicles are available.
 - c. When reserving the vehicle, please look at the Outlook calendar titled "Executive Vehicle" to check availability. If available, invite the calendar to your appointment and include destination and length of time of use.
 - d. Once your request is approved, keys may be checked out from the Executive Assistant.
3. Field Vehicles
 - a. Specific vehicle instructions vary from site to site and may be obtained from the site supervisor.
 4. All Vehicles
 - a. A visual inspection of vehicles is required prior to use. Check to be sure the vehicle has no damages, appears to be in safe, running order, and that the area around the vehicles appears to be safe.
 - b. Fill out the mileage log located in the binder/clipboard within each vehicle. Be sure to fill out the form completely. If no mileage log or binder can be located, contact a supervisor immediately to obtain one. If a supervisor is not available, a mileage form can be printed from the Parks intranet site. Some vehicles may be deemed exempt by the Auditor-Controller's office. For a list of vehicles, contact a supervisor.



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- c. Upon return, complete a visual inspection of the vehicle. Check to be sure no damage was done while in use. Report damage immediately.
 - d. When returning a vehicle, ensure that it is completely free from trash and personal effects. If the gas tank is $\frac{1}{4}$ full or less, the driver is responsible for having it refueled at Fleet Services prior to returning to Headquarters/site location. Field locations may require some vehicles to maintain $\frac{1}{2}$ full tank of gas based upon business needs.
- B. Overnight Retention
1. Requests for overnight retention for conferences or training:
 - a. Requests for overnight retention for conferences or training must be made using the Travel/Training Authorization Form. Note on the form that a County/Park District vehicle is requested.
 - b. Supervisor/Manager shall approve accordingly.
 - c. Once approved, follow the steps to reserve a vehicle.
 2. Requests for overnight retention for events or other Park District business:
 - a. Obtain supervisor/manager approval.
 - b. Once approved, follow the steps to reserve a vehicle.
 - c. If a Park District vehicle is not available, Fleet Services may be utilized to reserve a vehicle. Contact the Administrative Services Supervisor to make a reservation.
- C. Recordkeeping/Accident Reporting



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1. Mileage logs are required for each vehicle and are kept in each vehicle. Records shall include the name of the employee utilizing the vehicle, the date(s) the vehicle was used, the purpose of the trip, the starting and ending mileage, and the total miles driven, noted as either personal or business.
2. It is the responsibility of each driver to log each trip on the mileage log.
3. In the case of an accident, an Accident Report Form 942.6 shall be filled out and signed by supervisor and manager. All accidents shall be reported to a supervisor at the time of the incident, and the 942.6 Form must be filled out within 24 hrs.

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