3.7 SIERRA KINGS HEALTH CARE DISTRICT
GENERAL BUSINESS
POLICIES AND PROCEDURES

PERSONAL VEHICLE USAGE– towards good general business practices for the Sierra Kings Health Care District (referred to as the District).

PURPOSE:
The purpose of this policy is to establish governance for the use of personal vehicles for business matters.

POLICY:
It is the policy of the District that employees shall use personal vehicles for business matters, including traveling to or from home.

PROCEDURE:

Prior to using a personal vehicle for District business, employees must provide a current copy of their driver's license and proof of automobile liability insurance. Further, a copy of the employee's Department of Motor Vehicle driving record may be required.

Safety is the first priority when driving. The following rules apply when driving on District business or traveling to or from home from District business:

- Operate the vehicle safely. Observe all traffic laws and drive courteously. The way you drive reflects on you and the District.
- Employees are strongly discouraged from using cell phones or other mobile devices while driving. If you must place or receive a call or text message, or look up driving directions, pull the vehicle over to a safe location. Any use of electronic devices must comply with laws regarding safe, hands-free operation.
- Wear your seat belt at all times while operating the vehicle.
- Report any accident, regardless of how minor, to your supervisor as soon as possible, and no later than the end of your shift.
- Do not carry unauthorized riders or passengers, including non-employees and/or others not specifically assigned to accompany the authorized driver.