

Guadalupe-Coyote Resource Conservation District (GCRCD)

Vehicle Use Policy

Approved by the Board of Directors on November 9, 2015

I. GENERAL PROVISIONS

Governance. The Board of Directors (“Board”) for the Guadalupe-Coyote Resource Conservation District (“District”) consists of five members (“Directors”) of the Board. As the governing body of the District, the Board reviews and approves District policies, including this policy. The Board may choose to delegate responsibility for policy administration to the District’s Executive Director (“ED”), including but not limited to the development of procedures and internal controls to implement the policy.

Purpose of the Policy. Because the District does not own or lease vehicles, its Directors, Associate Directors, and employees travel to official meetings, events and activities using their private vehicles. The purpose of this policy is to set forth the requirements for use of a private vehicle for District business.

Policy Revisions. The Board reviews District policies annually, usually in conjunction with the review and adoption of the proposed budget. Any Director or the ED may make recommendations for changes to a policy at any time, but all policy changes require approval by the Board.

Statement of Non-Discrimination. The District conducts its business on a non-discriminatory basis, without regard to race, creed, color, national origin, ancestry, sexual orientation, political affiliation or beliefs, sex, age, physical handicap, medical condition, marital status or pregnancy (as those terms are defined by the California Fair Employment and Housing Act – Government Code Section 12900-12996).

II. USE OF PRIVATE VEHICLE FOR DISTRICT BUSINESS

Approved Uses. Directors and District employees are allowed to use their private vehicles for official business any time there is a requirement or expectation that they attend a meeting, event or activity on behalf of the District.

Insurance. Employees using their automobile to perform their job, whether or not they are claiming mileage reimbursement, are required to hold a valid driver’s license and show evidence of possessing the minimum amounts of insurance as specified by California law.

Mileage Reimbursement. Authorized mileage shall be reimbursed using the standard mileage rate set annually by the IRS. Reimbursement will be authorized as follows:

- Employees required or expected to use their private vehicle for the performance of their job will be eligible for reimbursement, with the exception that an employee shall not be eligible for reimbursement of commute mileage to and from home and their normal place of work on a regular day of work.
- Directors are eligible to claim mileage reimbursement to and from their home in order to attend Board meetings. They also are eligible for mileage reimbursement to other meetings, events, or activities provided they are in attendance in their official capacity as a Director, and their attendance has been approved by or is under the direction of the Board. Claims will be submitted to the Board of Directors for review and consideration of approval.
- Associate Directors are eligible to claim mileage reimbursement to and from their home in order to attend Board meetings.
- Volunteers are not eligible to claim mileage reimbursement, unless expressly approved for a particular activity/event.

Other Reimbursement. Certain other costs associated with personal vehicle use may be reimbursed, provided receipts are submitted to substantiate the claim.

- Directors and employees are eligible for reimbursement of actual costs associated with parking and toll bridges in conjunction with authorized use of their vehicle for District business, but are not eligible for reimbursement for costs associated with using an optional toll road or lane.
- Directors and employees are eligible for reimbursement of vehicle rental costs associated with an authorized and approved travel request that includes airline travel.

III. SPECIAL PROVISIONS

Independent Contractors. Reimbursement of mileage for independent contractors shall be governed by their individual contracts. However, reimbursement pursuant to their contracts should be limited to the same reimbursement provisions set forth in Section II of this policy for Directors unless otherwise approved by the Board.