

CHAPTER 11 VEHICLES AND TRAVEL

Last Updated: October 15, 2007

11-1 USE OF DISTRICT AND PERSONAL VEHICLES

Except when an employee has been provided with a monthly vehicle allowance, District employees are encouraged to use District vehicles when conducting District business. If a District vehicle is not available or it is not practicable to use one, then an employee may use his or her personal vehicle provided the employee receives authorization from his or her supervisor. Mileage reimbursement shall be consistent with IRS guidelines for deductible expenses.

The GM has discretion to provide to those District employees that frequently use vehicles for District business, or those District employees that must respond to District facilities in emergencies after hours, either:

(1) an assigned District vehicle for commuting to and from work, District business and *de minimis* personal travel, such as a brief stop for a personal errand which is not out of the way; or

(2) a monthly vehicle allowance of not more than \$250/month.

Board authorization is required for use of District vehicles for personal use other than *de minimis* use. Board authorization is required for monthly vehicle allowances in excess of \$250/month.

The Board may authorize the use of District vehicles for personal use by management level personnel as part of compensation.

11-2 MARKINGS

All District vehicles shall be marked with the District logo as required by Utah Code Ann. § 41-1a-407(1)(a) and (b). The GM shall have discretion to determine whether particular vehicles are marked and in what fashion, in accordance with Utah Code Ann. § 407(2)(d) and (e).

11-3 PERSONAL AUTO INSURANCE DEDUCTIBLE

Personal vehicles used for District business must be insured. The District may require confirmation of insurance before employees are authorized to use personal vehicles for District business.

If an accident occurs while a District employee is driving a personal vehicle while engaged in District business, the District, under the following circumstances, will reimburse the employee for the amount of his or her vehicle insurance deductible:

(1) The accident is reported to the applicable law enforcement agency promptly; the agency completes and prepares a report; and the employee promptly provides his or her supervisor with a copy of the report, along with proof of insurance coverage for the vehicle involved.

(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 had collision damage insurance coverage on the vehicle involved.

Payment by the District under this subparagraph is limited to the amount of the deductible up to a maximum of One Thousand Dollars (\$1,000.) If the damage to the vehicle was caused, or contributed to, by the acts or omissions of a third party who was not a District employee, the employee involved shall act reasonably and promptly to see that the District is reimbursed by the third party or the third party's insurer.

11-4 CONDUCT

All District employees shall use safety restraints as required by law when in any motor vehicle on District business. All District employees shall exercise reasonable care, obey all traffic signals and laws, and act courteously and responsibly while operating any motor vehicle on District business.

11-5 DRIVER LICENSE AND RECORD

Each District employee who is required to operate vehicles as part of his or her duties with the District shall maintain a valid driver license of the appropriate class. District employees are expected to know whether their duties with the District require a Commercial Driver License.

Each District employee is expected to report promptly to his or her supervisor upon the occurrence of any of the following events:

(1) Any suspension, revocation or invalidity of the driver license of that employee, if that employee is required to operate vehicles as part of his or her duties;

(2) Any change in the class, status or restrictions of a driver license of that employee which may require a change in work assignments by the District in order to comply with applicable law; and

(3) Any citation for driving under the influence of alcohol, and any citation for a moving violation, received while driving a District vehicle.

The District may periodically obtain the driving record of any District employee who is required to operate vehicles as part of his or her duties. District employees shall cooperate as reasonably requested to make such driving record available to the District.

11-6 AUTHORIZED REIMBURSABLE TRAVEL

It is the policy of the District to reimburse Trustees and employees for reasonable costs associated with authorized travel while on District business. Trustees are authorized to attend conferences, seminars or meetings when their attendance is related to their duties as District Trustees, and in the judgment of the Board or the Chair of the Board, attendance will benefit the District. Trustee travel reimbursement shall be authorized in advance by the Board or the Chair. Payment of Trustee reimbursement will be supervised by the GM. Employees are authorized to attend conferences, seminars or meetings when their attendance is related to their duties as District employees and their attendance will, in the judgment of the GM, benefit the District. All travel of District Employees for District business shall be approved in advance by the GM.

11-7 TRAVEL ARRANGEMENTS

Except as approved by the GM or the Board, travel arrangements shall be made with the assistance of the GM, including registration for conferences, seminars, or other meetings, transportation, lodging, car rental, etc. In making travel arrangements for transportation, lodging and car rental, the District should consider several available service providers (including, for example, the Utah State Travel Office, private travel companies and reservation services, or on-line internet services); shall seek the best available rate given the needs of the traveler and the District, and the specific details of the planned travel; and shall inquire about the availability of discounts or price concessions for government employees. The GM need not price hotel accommodations for seminars where the Trustee or employee will be staying in the hotel where the conference meetings will be held. The GM shall act reasonably to document the steps taken to conform with the provisions of this Section 11-7.

11-8 PER DIEM TRAVEL ALLOWANCES AND ADVANCES

Travel expenses shall be reimbursed, and may be advanced, based upon the city per diem allowed under IRS guidelines for deductible expenses. Travel expenses not otherwise defined under IRS guidelines shall be arranged and approved in accordance with the provisions of Section 11-7 above. The GM may authorize a reimbursement or advance under special circumstances in excess of the city per diem allowed under IRS guidelines, so long as the decision is documented by the GM.

Instructions and forms requesting travel advances shall be adopted by the GM. It is the traveler's responsibility to obtain approval far enough in advance to process the advance request in a routine manner. If travel plans change, or if for any other reason the per diem amount advanced exceeds that allowed by IRS guidelines, any excess must be returned to the District promptly.

Receipts shall be kept to the extent required by applicable IRS city per diem guidelines, or if the traveler seeks to be reimbursed for expenses in excess of IRS city per diem guidelines.

The GM may provide District employees or Trustees with prepaid telephone cards for District travel in amounts not to exceed \$20 per diem.

11-9 CREDIT CARDS

District credit cards may be used for authorized travel to pay reimbursable travel expenses if used in a manner consistent with any applicable instructions of the GM and the District's Fiscal and Budget P&P.