

# POL.P.06.07 - Travel and Vehicle Use Policy

## **Vehicles Operated On Park District Business**

1. An employee's immediate supervisor must authorize the use of any vehicle for Park District business.
2. Employees operating any vehicle for Park District business must have a valid driver's license with the proper classification for the type of vehicle being operated, show proof of such license upon request, and notify the immediate supervisor if the status of the drivers license changes.
3. Employees must obey all driving and traffic regulations, including without limitation the use of seat belts at all times and headlights when the windshield wipers are on.
4. Employees must report all accidents immediately to the immediate supervisor with a copy of the police report, if applicable. Employees who are in an accident or are injured while on Park District business will be sent for a post-accident/injury drug and alcohol test.
5. No employee may be under the influence of alcohol, illegal substances, or legal drugs while operating any vehicle (regardless of the reason for operation) for Park District business. Further, no employee may be under the influence of alcohol, illegal substances or legal drugs while operating any Park District vehicle at any time, irrespective as to whether the use is for personal or Park District business. "Under the influence" means that the employee is affected by alcohol or drugs in a determinable manner. For purposes of this Policy, a determination of being "under the influence" can be established by professional opinion, a scientifically valid test, a lay person's opinion, or the statement of a witness.
6. Employees are specifically prohibited from accessing electronic mail or the Internet, text messaging, or instant messaging while driving on Park District business and/or operating a Park District vehicle. This includes composing, sending, or reading an electronic message while operating a vehicle on a roadway. However, this prohibition does not apply to employees engaging in electronic communications via their cellular telephones in hands-free or voice-activated mode; or while safely parked on the shoulder of a roadway. Employees cannot wear head phones or "ear buds" while operating a Park District vehicle.

## **Park District-Owned Vehicles**

1. Park District-owned vehicles may be taken home only when authorized by the Executive Director, or when the employee is subject to emergency calls during off-duty hours.
2. Employees operating Park District vehicles must be 18 years old or older.
3. Park District vehicles may not be used to transport Park District patrons unless the vehicle and employee are authorized to do so or in case of emergency and the employee is 21 years old or older.
4. Any employee who is required to have a commercial driver's license (CDL) as a condition of employment is subject to random drug and alcohol testing.
5. Employees are responsible for the care and conservation of Park District vehicles and must promptly report any accident, breakdown, or malfunction of any vehicle so that necessary repairs may be made.
6. No employee may smoke any product while inside a Park District vehicle.
7. Park District vehicles belong to the Park District and employees have no expectation of privacy in or associated with a Park District vehicle. The Park District has the right to search

any Park District vehicle at any time with or without consent.

## **Personal Vehicles**

1. An employee using a personal vehicle for Park District business must have liability insurance on the vehicle in accordance with applicable law and may be asked to provide proof of the insurance. The Park District's liability insurance is secondary to the employee's own coverage.
2. No employee may use his or her personal vehicle at any time to transport participants in any Park District programs.
3. Reimbursement for authorized use of personal vehicles will be predetermined by a monthly car allowance or for trips of 100 or fewer miles each way at the standard mileage rate established by the IRS and will be considered payment for the use of the vehicle, insurance and all other transportation costs. For trips longer than 100 miles each way, the Park District will endeavor to provide the employee with a Park District vehicle. If a Park District vehicle is not available, then the employee will be reimbursed only for the actual cost of the fuel that is used. See the [Expense Reimbursement Policy](#) for further details.