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# Butte County Mosquito and Vector Control District

## POLICY MANUAL

**POLICY TITLE:** District Vehicle Usage  
**POLICY NUMBER:** 7250

**7250.1** This policy applies to all employees who drive District vehicles.

**7250.1.1** All District employees are to obey State and Federal driving laws.

**7250.1.2** All employees are to drive safe, observant, and conscientious.

**7250.1.3** All employees are to report any accident immediately to the District office and supervisor. Following notification of the accident, all employees are to complete the forms found within the District vehicles glove box.

**7250.1.4** All employees are expected to exercise reasonable care of all District property including but not limited to District vehicles and equipment within the vehicle. This includes but is not limited to vehicle servicing, vehicle readiness, vehicle safety, and vehicle cleanliness.

**7250.1.5** All employees are to report any signs of mechanical malfunction or unsafe vehicle condition for any District vehicle to the mechanic and/or supervisor.

**7250.1.6** A family member may accompany a District employee in a District vehicle for work-related business, as long as no added incurred costs to the District exist and the employee gets approval from the District Manager prior to the work-related business departure.

**7250.2** This policy applies to employees who drive District vehicles to and from work. The use of District vehicles and their location overnight is at the discretion of the District Manager. When possible, during the non-mosquito season, District vehicles should be stored at the shop or substation areas during non-working hours. Home storage of District vehicles is authorized for persons on call who need to have District transportation.

**7250.2.1** During working hours, trips for personal purposes will be avoided. Occasionally, stopping at a store en route to a business destination, or going to a restaurant (within close proximity of your work location) for lunch is permitted. While going to or from work, occasionally stopping to buy groceries, pick up laundry, medications, etc., is also permitted.

**7250.2.2** Other than the foregoing uses, District vehicles will not be used for any other personal purposes without prior written approval. This means that weekend or after-hours trips to the store (regardless of how close to home), trips back to the office to retrieve forgotten personal items, or any other non-business usage will not be permitted.