

Truckee-Donner Recreation and Park District Policy Handbook

POLICY TITLE: Vehicle Cost Reimbursement
POLICY NUMBER: 210

210.10 When an employee is authorized to use his/her personal vehicle in the performance of District work, he/she shall be reimbursed for the cost of said use on the basis of total miles driven and at the prevailing rate established by the IRS.

210.11 This reimbursement was established as a reimbursement for the employee's vehicle expenses such as gas and insurance. Therefore, employees are responsible to purchase insurance covering their vehicle. If an employee chooses not to purchase comprehensive and collision coverage on their personal vehicle, it will not be the District's liability to make any repairs or restitution for damage or vandalism incurred to an employee's personal vehicle while on District business.

210.20 Use of personal vehicles shall not be authorized for the performance of District work if a suitable District vehicle is available and safely operational.

210.30 Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of said work.

210.40 Proof of adequate liability insurance and satisfactory driving record shall be required by the District of any employee using a personal vehicle in the performance of District work.