

SILVER LAKE WATER AND SEWER DISTRICT
SNOHOMISH COUNTY, WASHINGTON
RESOLUTION NO. 709

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SILVER LAKE WATER AND SEWER DISTRICT, SNOHOMISH COUNTY, WASHINGTON, ESTABLISHING POLICIES FOR MANAGEMENT AND USE OF DISTRICT VEHICLES.

WHEREAS, the Washington Cities Insurance Authority, an insurance pool of which the District is a member ("WCIA") has recommended the Silver Lake Water and Sewer District ("District") adopt a policy on management of and use of District vehicles; and

WHEREAS, the District Board of Commissioners feels that it is in the best interest of the District to provide rules and regulations on management of and use of District vehicles and

WHEREAS, The Board of Commissioners also recognizes there are times when official District meetings are held in distant locations that require travel to and from such locations by District vehicles; and

WHEREAS, attendance at such official meetings may include outside consultants, fellow members of professional groups and others recognized as participants of the meeting; and

WHEREAS, the Board of Commissioners has determined that District employees and representatives may, at times, provide transportation to industry meetings, including State and Federal associations and organizations, of outside consultants, fellow members of professional groups and others recognized as participants of the meetings, as well as family members; and

WHEREAS, the Board of Commissioners recognize shared use of District vehicles with others saves resources and is otherwise more cost effective than to have attendees at these types of meetings or functions travel separately; and

WHEREAS, the Board of Commissioners finds that neither the primary purpose nor the primary effect of this policy is to make a gift or to confer an unearned benefit on individuals that attend these meetings or functions; now, therefore,

BE IT RESOLVED, by the Board of Commissioners of Silver Lake Water & Sewer District, Snohomish County, Washington, as follows:

1. FINDINGS: The findings set forth in the preceding recitals to this Resolution are hereby adopted by this reference.
2. ADOPTION: The Policy on Management and Use of District Vehicles attached hereto and incorporated herein by this reference is hereby approved and adopted as the District's policy on management of and use of District vehicles effective the date set forth below.

ADOPTED by the Board of Commissioners at a regular open public meeting of the Silver Lake Water & Sewer District, Snohomish County, Washington this 12th day of March, 2015.



President and Commissioner



Secretary and Commissioner



Commissioner

CERTIFICATION

I, the undersigned, Secretary of the Board of Water Commissioners of Silver Lake Water & Sewer District, Snohomish County, Washington (the "District"), hereby certify as follows:

1. The attached copy of Resolution No. 709 (the "Resolution") is a full, true and correct copy of the Resolution duly adopted at a regular meeting of the Board of Commissioners of the District held at the regular meeting place thereof on March 12, 2015, as that Resolution appears on the minute book of the District; and the Resolution will be in full force and effect immediately following its adoption; and

2. A quorum of the members of the Board of Commissioners was present throughout the meeting and a majority of those members present voted in the proper manner for the adoption of the Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand this 12th day of March, 2015.

SILVER LAKE WATER-SEWER DISTRICT,
SNOHOMISH COUNTY, WASHINGTON



Anne Backstrom, Secretary

DISTRICT VEHICLE USE POLICY

It is the policy of the District to provide vehicles for business use, to allow employees to drive on District business, and to reimburse employees for business use of personal vehicles according to the policies below.

The term “vehicle” as used in these policies includes, but is not limited to, District cars, trucks, vans, backhoes, front end loaders, and graders.

GENERAL POLICIES

1. District vehicles are expensive and may be difficult to replace. When using District vehicles, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.
2. District vehicles are intended for District business only, except as may be provided for in these policies or when appropriate supervisor approval has been given. Persons not employed by the District are not allowed to operate District vehicles unless authorized by the District General Manager or the General Manager’s designee.
3. Use of District vehicles is restricted to the authorized conduct of official business, and for such purposes and under such conditions as approved by the General Manager.
4. Employees have a duty to notify a supervisor if any vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent vehicle deterioration and possible injury to employees or others.

SPECIFIC POLICIES

1. Employees approved to drive on District business are required to inform their supervisor immediately of any changes that may affect either their legal or physical ability to drive or their continued insurability. Employees are not permitted, under any circumstances, to operate a District vehicle, or a personal vehicle for District business, when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of injury, illness, or medication.
2. Employees in positions requiring regular driving for business as an essential job function must, as a bona fide occupational qualification and a condition of employment, have a valid current Washington State Driver’s License. Any employee who is required to have a valid driver’s license must immediately notify his/her direct supervisor if the license is restricted or revoked by the state.

Before approving a driver, and periodically throughout employment, the District will verify the existence of the employee's valid current driver's license.

3. Employees who drive a District vehicle for District-related business must exercise due diligence to drive safely and to maintain the security of the vehicle and its contents.
4. Employees may use District vehicles for non-business purposes only with the approval of a supervisor. Employees that are on call on a 24-hour basis and are allowed to take a District vehicle home need to provide written acknowledgment that they fully understand that the vehicle may only be used as part of work or duty-related response. Only de minimis or "minimal" non-business use of take-home vehicles is allowed. In some cases take-home vehicles or personal use of vehicles may be considered "fringe benefits" under IRS regulations and the employee may be subject to payroll taxes subject to this benefit.
5. Non-employee, non-business passengers are prohibited from riding in District vehicles without prior approval from an employee's direct supervisor.
6. When no District vehicles are available, or with the approval of the employee's direct supervisor, employees may use their own vehicles for business purposes. Insurance industry practices normally provide that auto liability coverage follows the vehicle. Therefore, when employees use their own vehicles for District business, the employee's personal auto insurance is primary, and the District's insurance coverage may not apply. Employees who use their personal vehicle for approved business purposes will receive a mileage allowance in accordance with IRS provisions. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance. Therefore, employees who operate personal vehicles for District business should obtain auto liability coverage for bodily injury and property damage and any other required coverage determined appropriate by the employee's personal insurance agent.
7. Employees must report any accident, theft, or malicious damage involving a District vehicle immediately to their direct supervisor and the District's Safety Officer, regardless of the extent of damage or lack of injuries. Employees shall follow and comply with the WCIA Accident Report Form located in the Vehicle.
8. Employees are prohibited from operating any District vehicle at any time or from operating any personal vehicle while on District business while using, consuming or under the influence of alcohol, illegal drugs, marijuana, or prescription medications or over the counter medications that may affect their ability to drive. Refer to the District's drug and alcohol policy in Resolution No. 459.
9. Employees are prohibited from smoking or otherwise using tobacco products or allowing others to smoke or otherwise use tobacco products in any District vehicle. Refer to District's tobacco free policy in Resolution No. 605.

10. Employees are personally responsible for and shall pay all tickets, citations, or infractions issued for moving violations or parking violations while using a District vehicle. Employees must immediately advise their supervisor of any such tickets, citations, or infractions received.
11. Employees driving District vehicles are required to comply with all state and local laws regarding the use of mobile communications devices while driving. If a mobile communications device must be used by an employee while driving, a hands-free device must be used. Drivers are encouraged to keep mobile communications device use to a minimum. Whenever possible, employees should not make or receive calls while driving. The use of a hand-held mobile communications device without a hands-free device is only allowed in the event of an emergency.
12. Employees shall obey all safety laws and regulations while operating a District vehicle. This includes the proper use of a seat belt, the prohibition on using mobile communications devices without a proper hands free device, and obedience to all other traffic laws regulating speed and operation of a vehicle.