

## Assignment and use of Agency Vehicles

### On-call staff

- Maintenance: On-call staff person or persons take a properly equipped Agency vehicle (work truck) home at the end of the regular work day and is ready to respond to an incident within 20 minutes; Agency vehicle is parked in a safe location and used exclusively for Agency related business.
- Maintenance Supervisors are considered on-call second responders to an incident, as such; vehicles used by Maintenance Supervisors will be appropriately marked as “24 hour response vehicles”. Vehicles used by Maintenance Supervisors will be stationed within the Agency’s service area to provide a minimum response time in the event of an incident. Subject to the approval of the General Manager or his/her designee, Maintenance Supervisors will be allowed to take an Agency vehicle to and from their reporting facility or will park an Agency vehicle at a secure remote Agency facility (i.e. Salinas Pump Station, Seaside Pump station etc.). Maintenance Supervisors shall keep a mileage log for their vehicle that reports mileage to and from home and total mileage. In accordance with Internal Revenue Regulations, the value of the mileage to and from work will be added to the Supervisors year-end W-2 earnings.

### Supervisors/Managers

At the discretion of the General Manager or his/her designee, Management staff may be assigned an agency vehicle, provided an auto allowance or reimbursed for use of their personally owned vehicles (POVs) when they are required to drive their POVs on official Agency business. Supervisors or Managers that are assigned an Agency vehicle may use Agency vehicles to go to and from work, but must record their business and personal mileage. The cost of the personal mileage will be added to the managers W-2 earnings.