

during work hours, but must be limited in use to those periods of time when employees are on scheduled breaks or due to an emergency that requires communication unrelated to District business. Employee personal devices are not to be configured in a manner that allows access to District software or hardware.

- G. Discipline:** Anyone found to have engaged in any of the prohibited practices mentioned above will be subject to termination of System access, and disciplinary action up to and including termination of employment.

4030 - VEHICLE COST REIMBURSEMENT

- A. Rate of Reimbursement:** 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 rate specified in the Internal Revenue Service Guidelines in effect at the time of said usage.
- B. Pre-Approval Required:** Employees shall request approval to use a personal vehicle in lieu of a District vehicle. Use of personal vehicles shall not be authorized for the performance of District work if a suitable District vehicle is available. Every attempt shall be made to coordinate work so that District vehicles are available for the performance of said work.
- C. Conditions of Use:** Employees who operate their own vehicles on District business may do so provided the following conditions are followed:
1. The vehicle must be in sound and safe operating condition and maintained as such at the employee's own expense.
 2. The employee and vehicle must be insured as outlined below.
 3. The employee must obey all state and local driving laws and observe driving conditions with the utmost care, including but not limited to wearing a seat belt.
 4. The employee must possess and maintain a valid California driver's license.
 5. All vehicles driven on District business must be properly registered with the California Department of Motor Vehicles.
 6. The employee must provide authorization for District to access the employee's driver license record through the DMV Employer Pull Notice Program.
 7. Employees who have their driver's license suspended or revoked are required to report these conditions to their supervisor promptly.
 8. The District accepts no responsibility for citations issued to an employee by any law enforcement agency while driving a vehicle on District business under any circumstance. All liabilities created by any citation will be the responsibility of employees who receive them.

CHAPTER FOUR – DISTRICT EQUIPMENT, PROPERTY AND REIMBURSEMENT

- D. Proof of Insurance:** All employees who use their personal vehicle for business travel are required to maintain general automobile liability insurance of at least the minimum amounts required by the State of California. While driving on District business, the employee's personal auto insurance is intended to provide the primary insurance coverage. Employees must provide proof of adequate insurance coverage to the District. Any employee who does not maintain the required insurance coverage will not be authorized to drive his or her personal vehicle on District business.
- E. Accident:** Should a vehicle accident occur during an employee's travels for District purposes, the employee's personal vehicle insurance will be considered primary. If an employee sustains damage to or loss to their private vehicle or approved rental vehicle or is involved in an accident while on District business, they must immediately notify their supervisor, fill out the Accident Report, Vehicular and Moving Equipment located at Appendix "L," and adhere to the following procedure:
1. Notify the police and their supervisor.
 2. Obtain the names and addresses of:
 - a. Owner of other vehicle(s)
 - b. Insurance Carrier of the other driver(s)
 - c. Witnesses
 - d. Injured person(s)
 - e. Other driver(s), including the number of and state issuing the driver's license.
 3. Note these items:
 - a. Speed of each vehicle with its direction of travel
 - b. Signal given by each driver, if any
 - c. Point and time of accident
 - d. Any mechanical aspect of the other vehicle, which may have caused the accident (e.g., no brake lights, etc.)
 4. Promptly report to their supervisor any damage done to a customer, the public, the District, an employee, or their property.

4040 - BUSINESS TRAVEL AND REIMBURSEMENT

It is the policy of the District to reimburse District employees for expenses while attending to District business, including but not limited to conferences, meetings, seminars and classes as provided for in Section 4060. All travel must be pre-approved by the General Manager. On those occasions where vehicle "non-routine" travel is required outside the District boundaries, the following procedures shall apply:

- A. Use of District Vehicles:** An employee must obtain permission from the General Manager to use a District vehicle. Any out of pocket expenses, such as parking and tolls, shall be reimbursed upon presentation of receipts.
- B. Use of Private Vehicle:**
 - 1. Employees shall comply with Section 4030 - Vehicle Cost Reimbursement.
 - 2. If an employee is authorized to use his/her private vehicle on District business by the General Manager, he/she shall be compensated at the prevailing IRS mileage rate.
 - 3. Use of personal vehicles shall not be authorized for the performance of District work if a suitable District vehicle is available.
 - 4. Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of said work.
 - 5. Should a vehicle accident occur during an employee's travels for District purposes, the employee's personal vehicle insurance will be considered primary.
- C. Air/Other Travel:** When the distance may be too great for driving a vehicle, an employee may be authorized to commute by other modes (air, bus, train, etc.). The District shall reimburse the employee for all required and reasonable commute-related costs (fares, fees, related costs).
- D. Lodging:** It is the policy of the District to exercise prudence with respect to hotel/motel accommodations. It is also the policy of the District for Board members and staff to stay at the main hotel/motel location of a conference, seminar, or class to gain maximum participation and advantage of interaction with others whenever possible. Actual hotel/motel costs shall be reimbursed. Personal phone calls, movies, snacks, and other hotel incidentals are not reimbursable.
- E. Per Diem:**
 - 1. Any employee traveling on District business shall receive in addition to transportation and lodging expenses, a per diem allowance to cover ordinary expenses such as meals, refreshments, and tips. The amount set for per diem shall be considered fair reimbursement and the employee shall neither be required to account for use of the per diem, return the unused portions, nor claim additional expenses for these items.

2. Per diem shall be provided in accordance with the amounts set forth in Appendix F.
 3. An employee shall be eligible for breakfast per diem if they are required to leave Nipomo prior to 6:30 a.m. in order to reach his/her destination on time and dinner per diem if they arrive back in Nipomo after 6:30 p.m. The employee may be authorized a dinner per diem if they are required to leave Nipomo the evening prior to a conference, meeting or class. An employee shall not receive a per diem for a meal when that meal is included in the registration of a conference or class. Conversely, if a meal is included as part of the conference, but the cost is additional, the employee may be reimbursed the additional out of pocket expenses for the meal provided receipts are turned in.
 4. Employees are not to claim reimbursement for other employees except for expenses shared in common, such as taxi fares.
- F. Credit Cards:** Credit cards are provided to designated managerial employees for use in connection with District business.

8050 - APPENDIX “F” - PER DIEM AMOUNTS

The District currently provides the following per diem amounts when eligible employees travel for District business:

Breakfast: \$20.00

Lunch: \$20.00

Dinner: \$40.00

Daily Total: \$80.00

These amounts are subject to periodic modification by the Board.