

VEHICLE USE POLICY

1. Service Agency vehicles may only be operated by Service Agency employees or members of the Board of Trustees who hold a valid Utah Driver's License that is in good standing.
2. Use of Service Agency vehicles, by employees, must be authorized by the Service Agency General Manager or a Member of the Board of Trustees.
3. Employees shall keep all Service Agency vehicles that are used by them clean and serviceable. Employees receiving car allowances shall also keep their vehicles clean and serviceable.
4. On call employees may be assigned to take a Service Agency vehicle home with them on a temporary basis. The vehicle is only to be used for Service Agency business and in conformity with this Vehicle Use Policy.
5. The Service Agency General Manager is a 24/7 on call employee and shall be assigned a Service Agency vehicle. Due to the nature of the General Manager position, the General Manager may use the vehicle assigned to him for occasional personal use, provided that such personal use is otherwise consistent with this Vehicle Use Policy and is incidental to the use of the vehicle for official business. Incidental personal use shall be a use which is a de minimus distance from the route of the official use of the vehicle, which is local in nature, and which does not adversely affect the vehicle or the public perception of the Service Agency.
6. All operators and passengers in Service Agency vehicles equipped with seat belts must wear them when the vehicle is in operation. Further, there shall be no smoking or the use of any controlled substances or alcoholic beverages in Service Agency vehicles at any time.
7. All employees and Board of Trustee Members operating Service Agency vehicles must possess a valid Utah Driver's License and shall observe and obey all state and local traffic laws pertaining to the operation of the vehicle. Any moving or non-moving violation or citation issued to an employee or Member of the Board of Trustees while operating or in possession of a Service Agency Vehicle shall be solely the responsibility of the employee or Board Member assigned to the vehicle.

8. Use of cell phones when operating Service Agency vehicles is limited to only the use authorized by federal, state or local law.
9. All personnel policies and procedures must be followed while in a Service Agency vehicle, whether on or off duty.
10. Employees shall have no expectation of privacy in Service Agency vehicles. They are the Service Agency property and may be searched by the Service Agency at any time with or without cause and with or without notice. Further, the use of Service Agency vehicles is a privilege and, as such, the privilege can be revoked at any time.