

# **\*\*Fruitland Special Service District (FSSD)**

Employee Vehicle Use Policy\*\*

## **Purpose:**

This policy establishes guidelines for the use of vehicles by employees of the Fruitland Special Service District (FSSD) to ensure safety, compliance with insurance requirements, and proper accountability.

## **Authorized Drivers:**

- Only employees of FSSD are permitted to operate district vehicles.
- Employees may use district vehicles for **work-related purposes** and **approved personal use** as outlined by FSSD policies.

## **Passenger Policy:**

- Employees are permitted to have **family members** as passengers in district vehicles.
- **Non-family passengers** are only allowed in district vehicles if they have signed the **FSSD Vehicle Occupant Waiver & Agreement**.
- Under no circumstances may a **non-employee** drive a district vehicle.

## **Insurance and Liability:**

- FSSD provides **Personal Injury Protection (PIP)** coverage of up to **\$5,000 per person** in the vehicle in case of an accident.
- Any **medical costs beyond the \$5,000 coverage limit** must be covered by the individual's personal medical insurance.
- FSSD is **not liable** for any costs beyond the insurance limits stated in this policy.
- If an employee **uses their personal vehicle** for district business, any liability in the event of an accident will be covered by the **employee's personal auto insurance first**.

## **Vehicle Use Responsibilities:**

- Employees must operate vehicles **safely** and in accordance with all **traffic laws**.
- Employees are responsible for **maintaining cleanliness** and basic upkeep of the vehicle.
- Employees must **report any mechanical issues or damages** to district vehicles immediately.
- Employees using personal vehicles for business must ensure their vehicle is **properly maintained and insured**.

- Any **accidents or damages** must be reported immediately to the appropriate FSSD authority.

## **Accident Reporting Procedure:**

- Employees involved in an accident while using a district vehicle must **immediately notify law enforcement (if applicable)** and their supervisor.
- An **accident report must be filed** with FSSD within **24 hours** of the incident.
- Employees using personal vehicles for business must follow their **personal insurance provider's** accident reporting procedures.