



CITY POLICY REGARDING VEHICLE USE

USE OF CITY VEHICLES

Pursuant to the adopted policy of the Central San Joaquin Valley Risk Management Authority (“CSJVRMA”), the following requirements must be met prior to authorization for official City travel in a vehicle owned, leased, or hired by the City of Turlock:

1. Each employee or volunteer of the City of Turlock who in the course and scope of employment uses a vehicle owned, leased, or hired by the City of Turlock shall have in effect a current, valid California Driver License.
2. Each employee or volunteer shall provide his or her Department Director with a copy of their current, valid California Driver License.
3. Each Department Director shall keep a record and update it regularly to ensure that employees and volunteers who use vehicles owned, leased, or hired by the City in the course and scope of their employment maintain a current, valid California Driver License.
4. With permission from the City Manager, autos leased or hired for use by or on behalf of the City and used only for City business are provided coverage through the CSJVRMA, subject to the conditions and exclusions in the CSJVRMA Liability Memorandum of Coverage.
5. Pursuant to *City Policy Regarding the Use of City Owned Equipment-Safety Employees and City Policy Regarding the Use of City Owned Equipment-Non-Safety Employees*, it is the responsibility of the employee or volunteer to immediately report any collision, theft, or damage to the Department Director and the City Manager’s office.

USE OF PERSONAL VEHICLES

The following insurance coverage requirements must be met prior to authorization for official City travel in a personally owned vehicle:

1. Each employee or volunteer of the City of Turlock who in the course and scope of employment uses a personally owned vehicle for City business shall have in effect a personal automobile policy from a commercial insurance company with liability limits no less than currently required by the California Compulsory Financial Responsibility Law (Vehicle Code §1656.2, as amended from time to time by the State Legislature): \$15,000 per occurrence, \$30,000 per accident, and \$5,000 property damage coverage.
2. Each employee or volunteer who in the course and scope of employment uses a personally owned vehicle for City business shall provide his or her Department Director with a copy of employee’s or volunteer’s current, valid California Driver License and Proof of Auto insurance Card.
3. Each Department Director shall keep a record and update it regularly to ensure that employees and volunteers who use personal vehicles in the course and scope of their employment maintain current, valid driver licenses and auto insurance.
4. Employees or volunteers providing proof of auto insurance coverage are required to immediately notify their Department Head in the event of cancellation, nonrenewal, or change of insurance carrier.
5. The City of Turlock will not be responsible for the replacement or repair of any personal vehicle damaged or destroyed during the course of use.
6. Any automobile liability coverage provided by the Central San Joaquin Valley Risk Management Authority shall be excess of the employee’s or volunteer’s personal auto policy coverage.