



## Motor Vehicle Policy

### **Purpose**

This policy outlines the procedures and requirements for the use of personal vehicles by employees of the Sacramento Transportation Authority (STA) for business purposes. It is designed to ensure safety, compliance with legal requirements, and proper use of personal vehicles when conducting STA business.

### **Scope**

This policy applies to all employees who use personal vehicles for STA business purposes.

### **Policy**

#### **1. Remedial Training for Employees Involved in Accidents**

Any employee involved in a motor vehicle accident while using their personal vehicle for STA business must undergo remedial training. The training will be conducted by a certified instructor and must be completed within 30 days of the accident. The content of the remedial training will be tailored to address the specific circumstances of the accident.

#### **2. Valid/Unrestricted Driver's License**

Employees must possess a valid and unrestricted driver's license appropriate for the type of vehicle operated. Employees are required to provide a copy of their driver's license upon hire and annually thereafter. The STA will conduct periodic checks to ensure all drivers have valid licenses.

#### **3. Driver Qualifications**

All drivers must meet the qualifications outlined by the STA, including minimum age and experience. A background check, including a motor vehicle record (MVR) review, will be conducted prior to employment and periodically during employment.

#### **4. Orientation Process**

Employees who will use personal vehicles for STA business must review this policy.

#### **5. Personal/Business Use Including Personal Policy Insurance Requirements**

Employees using personal vehicles for STA business must maintain adequate personal auto insurance. Proof of insurance must be provided to the STA annually. Personal use of personal vehicles for STA business must be clearly documented and authorized by management.

#### **6. Cell Phone Usage**

The use of cell phones while driving personal vehicles for STA business is strictly prohibited unless using a hands-free device. Texting while driving is strictly prohibited. Employees must pull over to a safe location if they need to use their cell phone for any reason.



## **7. Maintenance Schedules**

Employees are responsible for ensuring that their personal vehicles are properly maintained and meet all safety standards. Regular maintenance should be conducted according to the vehicle manufacturer's recommendations.

## **8. Accident/Incident Reporting Procedures**

All accidents or incidents involving personal vehicles used for STA business must be reported immediately to the appropriate supervisor. An accident/incident report must be completed within 24 hours. The STA will investigate all accidents/incidents to determine the cause and implement corrective actions as necessary.

### **Enforcement**

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

### **Review and Revision**

This policy will be reviewed annually and revised as necessary to ensure it remains current and effective.

This policy ensures that all aspects of personal vehicle use by STA employees are addressed, promoting safety, compliance, and efficiency.