

RESOLUTION 2026-21

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE BEAUMONT-CHERRY VALLEY WATER DISTRICT
AMENDING THE DISTRICT'S POLICIES AND
PROCEDURES MANUAL**

WHEREAS, on March 18, 2009 the Board of Directors of the Beaumont-Cherry Valley Water District adopted Resolution 2009-05, establishing a Policies and Procedures Manual applicable to Board of Directors and District staff; and

WHEREAS, upon review and discussion, the Personnel Committee of the Board of Directors recommended revisions to Policy 3150 District Vehicle Usage in the Policy and Procedures Manual; and

WHEREAS, the Board of Directors has reviewed and considered the subject policy revision attached hereto and listed below, finds the revisions relevant and acceptable, and it to be in the best interests of the District that the following actions be taken,

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Beaumont-Cherry Valley Water District that the BCVWD Policies and Procedures Manual is revised as follows:

Policy 3150 is replaced in entirety with the revised Policy 3150 District Vehicle Usage attached herewith as Exhibit A.

ADOPTED this 8TH day of JULY, 2026, by the following vote:

AYES: HOFFMAN RAMIREZ SLAWSON WILLIAMS

NOES:

ABSTAIN:

ABSENT: COVINGTON

ATTEST:



Director Lona Williams, President of the
Board of Directors of the
Beaumont-Cherry Valley Water District



Director David Hoffman, Secretary to the
Board of Directors of the
Beaumont-Cherry Valley Water District

Attachment: Exhibit A – Policy 3150

EXHIBIT A

POLICY TITLE: DISTRICT VEHICLE USAGE

POLICY NUMBER: 3150

3150.1. District Vehicle Usage Policy for Employees who Drive Assigned District Vehicles to and from Work.

- A. Application. This policy applies to all management, supervisory and field employees who drive an assigned District vehicle to and from work.
- B. Exceptions. Other than de minimis use or emergency where there is a threat to life or property while commuting to and from work, the employee shall not use the District vehicle for any personal business and shall not transport non-District employees not conducting District business. No alcohol shall be purchased while driving a District vehicle.
- C. Limitations. Other than the foregoing uses, District vehicles will not be used for any other personal purposes without prior written approval from the immediate supervisor or General Manager or his/her designee, or if it is stipulated in the employment agreement.

3150.2 District Vehicle Usage Policy for Employees who Drive Assigned District Vehicles During their Assigned Work Shift.

- A. Application. This policy applies to all employees who drive a District vehicle during the course of their assigned duties and during their assigned work shift.
- B. Exceptions. During working hours, District vehicles may not be used for personal purposes. Employees may use the assigned vehicle for the permitted meal period, or for rest breaks within close proximity of the assigned work location. District Vehicle may also be used for emergency situations where there is an imminent threat to life or property. No alcohol shall be purchased while driving a District vehicle.
- C. Limitations. Other than the foregoing uses District vehicles will not be used for any other personal purposes without prior written approval from the immediate supervisor or General Manager or his/her designee, or if it is stipulated in the employment agreement.

3150.3 Responsibility for Vehicle and Tickets. Employees who drive a vehicle on District business must exercise due diligence to drive safely and maintain the security of the vehicle and its contents. Employees are responsible for any driving infractions or fines as a result of their driving.

3150.4 Reimbursement for Expenses. Employees driving on District business while driving a District vehicle may only claim reimbursement for parking fees actually incurred.

3150.5 District Vehicle Tax Liability. When a District vehicle is authorized to be taken home during an employee's standby or on-call assignment, the employee shall be responsible for any applicable taxes associated with the commuting benefit in accordance with the Internal Revenue Service (IRS) regulations. The District shall establish and apply a fringe "benefit commuting valuation" for each one-way commute at the rate permitted by the IRS.

3150.6 Safety While Driving. Employees are not permitted, under any circumstances, to operate a District vehicle when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of illness, medication, or intoxication. Employees must follow all District rules and laws related to use of technology while driving a District vehicle.

3150.7 Accidents and Theft. Employees must report any accident, theft, or damage involving a District vehicle to their supervisor and the Human Resources Manager, regardless of the extent of damage or lack of injuries. Employees are expected to cooperate fully with authorities in the event of an accident. However, they should not make any statements other than in reply to questions of investigating officers.

3150.8 Insurance. All employees who are assigned or required to drive District-owned vehicles shall be insurable by the District's insurance carrier, as a condition of employment. Regular full, part-time and temporary employees who are assigned or required to drive District-owned vehicles and become uninsurable shall be reviewed accordingly by the General Manager, his/her designee, or Personnel Committee for possible termination. However, the General Manager or his/her designee may not be obligated to assign the uninsurable employee to a temporary assigned duties that do not require driving the District vehicle while the uninsurable employee's disposition is being reviewed. Refer to District policy on Driver Training and Record Review, Disciplinary Procedures for more information on this topic.