



EMPLOYEE MANUAL	
Title: MANAGEMENT VEHICLE OR VEHICLE ALLOWANCE	
Policy No.: 36.0	Section Nos.: 36.0 – 36.1
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36.0 MANAGEMENT VEHICLE OR VEHICLE ALLOWANCE

The Agency will provide an Agency vehicle or monthly vehicle allowance to all senior management positions. The provision of an Agency vehicle or monthly vehicle allowance is to enable the management positions to meet the travel demands imposed by their position or job assignment.

The vehicle allowance is considered compensation for the use of a personal vehicle on Agency business. The monthly vehicle allowance will be changed at least annually by the percent change in the IRS mileage rate. This compensation is a lump sum method to cover what would otherwise be reimbursable travel expenses. Covered employees may submit expense reimbursement requests with supporting documentation if they believe that the allowance did not adequately cover actual reimbursable expenses as required by Labor Code section 2802.

Unless in conflict with this policy, the Agency’s Driving and Vehicle Policy apply to the senior management positions. All employees driving on Agency business or in Agency vehicles are obligated to obey all traffic laws and all applicable Agency policies.

36.1 Guidelines for the Vehicle Allowance

1. An employee receiving a vehicle allowance must maintain adequate automobile insurance with liability coverage indicating the minimum limits required by the State of California. The employee must also provide proof of insurance to Human Resources on an annual basis. The employee is obligated to report a lapse in such coverage or in licensure, in no more than three days following the lapse.
2. An employee receiving a vehicle allowance is required to use his/her personal vehicle for all required Agency business with the following exceptions:
 - a. Trips in which it is necessary to transport more people, including the driver, than the employee’s personal vehicle will comfortably accommodate.
 - b. Trips in which it is necessary to traverse unpaved, rough terrain.
 - c. Trips that require transporting equipment or material that will not fit in an individual’s vehicle.
 - d. When travel by other forms of transportation, i.e., airplane, train, etc. are more cost effective and/or efficient.
3. An employee receiving a vehicle allowance may submit a request, with support, for additional mileage when (1) the employee travels more than 300 miles in a roundtrip or (2) the employee otherwise reasonably believes the provided allowance fails to cover actual reimbursable travel expenses.
4. In the event of an emergency, an employee receiving a vehicle allowance may be entitled to use of an Agency vehicle.