

ADMINISTRATIVE POLICY AND PROCEDURE

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Subject: TRANSPORTATION FOR EMPLOYEES ATTENDING MANDATORY TRAINING **Policy No.:** A203

Supersedes: September 6, 2016	Review Date: January 27, 2023
Origin Date: November 1, 1995	Revision Date:

POLICY:

Employees may use transportation (private vehicles, pool vehicles) as appropriate, during working hours in order to attend required job related, mandatory training at off-facility locations. This policy is to be used in conjunction with RLANRC Mileage Policy.

DEFINITION:

Mandatory training for purposes of these guidelines shall mean any training:

- Mandated by statute or regulations,
- Necessary to obtain or maintain a license required to perform the duties of the position,
- Required by the Department of another agency (Chief Executive Office, etc.) for employees to meet a mandate established by proper authority, or
- Necessary for the employee to perform technical/administrative aspects of the job.

GUIDELINES:

A. Mileage Permittees and one-time or “Occasional” Drivers

Employees who are mileage permittees may use their private vehicles to attend mandatory training and claim mileage to and from the training as part of the regular mileage claim.

An employee, not certified as a mileage permittee, who is scheduled to attend mandatory training at an off-facility site and is required to drive a privately owned vehicle, shall be certified by the Department as a mileage permittee who is qualified to file a claim for payment at the per mile rate established by the Board of Supervisors, for actual miles driven. The employee needs to complete a mileage authorization packet to be certified as a mileage permittee. The completed package must be returned to Accounting for processing.

B. Mileage Claim

Mileage Permittees including one-time or occasional driver will be required to submit his/her mileage claim (form No. 76M395) to the Accounting Office. Permittees will be paid according to the eHR deadline dates established for payroll processing. The permittee must submit a claim for reimbursement within three months following the end of the month in which the expense was incurred.

For additional information on how to get certified as a mileage permittee and how to submit mileage claims reimbursement, please refer to RLANRC Administrative Policy No A208 – Mileage Reimbursement.

C. Pool Vehicles

Revised: 6/06, 11/09, 6/13, 9/16
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If pool vehicles are available, this option may be utilized, as long as the usage does not interfere with regularly scheduled activities of the vehicle. The employee's use of a pool vehicle for training requires supervisory approval.

Safety police vehicles, patient transportation vehicles, etc., are not to be used for employee training transportation.

REFERENCES:

Department of Health Services, Personnel Memorandum No. 234

Department of Health Services, Policy No. 581

RLANRC Policy No. A208

RLANRC Policy No. A242

RLANRC Policy No. A325