



**RANCHO LOS AMIGOS**  
NATIONAL REHABILITATION CENTER

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER**  
Occupational Therapy and Recreation Therapy Department

**POLICY AND PROCEDURE**

<b>SUBJECT: USE OF PERSONAL VEHICLE ON COUNTY BUSINESS</b>	<b>Policy No.: 513</b> <b>Revised: January 2020</b> <b>Supersedes: December 2015</b> <b>Page: 1 of 2</b>
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**PURPOSE:**

To communicate the legal responsibility for use of personal vehicles on County business.

**POLICY:**

1. Staff is strongly encouraged to use County vehicles when on County business.\* Staff using personal vehicles on County business do so at their own risk, as there is no guarantee that the County will assume responsibility in the event of an accident or other mishap.
2. Staff using their personal (approved mileage permittee) vehicle on County business must have evidence of financial responsibility, have a current California Driver's license, and follow all policies in the Administrative Policy and Procedure No. A242 on Driving on County Business.
3. Under no circumstances is staff to transport patients or their families in personal vehicles.
4. Each supervisor will be responsible for identifying each employee under his/her supervision who uses his/her own car for county business and assuring that he/she has a valid driver's license.
5. All approved mileage permittees must first contact transportation to reserve a county vehicle for non-patient transportation purposes such as shopping for supplies. In the event that a vehicle is not available, the staff must e-mail the supervisor stating that they will be using their personal vehicle for off ground use.

**PROCEDURE:**

1. To schedule the use of a County vehicle, contact the Transportation Department.
2. In the event of an accident while driving a personal vehicle on County business, employee may submit a Claim/Loss Report to the CAO. The CAO's office will investigate and determine what, if any, reimbursement is due to the employee.

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(\*Note: Unless the employee has notified his/her insurance company that the vehicle is used on company business, the insurance company may deny the employee's claim.)

Reference: Administrative Policy No. A242, "Driving on County Business".

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Director, Occupational Therapy and Recreation Therapy Department

Rev: BC