

Rules for the Use of Vehicles on County Business Annual Employee Review

I have reviewed San Luis Obispo County's "Rules for the Use of Vehicles on County Business" and understand that whenever I operate a County vehicle or drive a privately owned vehicle on County business I must do so in accordance with these rules. Further, I agree to comply with the following key elements of the County's Vehicle Use Rules:

- All drivers must possess a valid California driver's license. (Initial:)
- County vehicles can only be operated for County business. The only exceptions to this policy are noted in Section IV. A. 4 of the Rules. (Initial:)
- County employees are prohibited from carrying passengers in a County vehicle who are not a party to County business. This means family members, friends, acquaintances, etc. cannot be provided a ride in a County vehicle -- even for short distances -- unless their presence in the vehicle is related to County business. The only exception to this policy is noted in Section IV. A. 5 of the Rules. (Initial:)
- Employees are liable for payment of all damages that arise out of an accident involving the use of a County vehicle for non-County business. (Initial:)
- Failure to comply with these rules can result in disciplinary action against the employee. (Initial:)

Employee Name (print): _____

Employee Signature: _____

Date: _____