

AGENCY VEHICLES

CESA #9 owned or leased vehicles shall be assigned and supervised by the Administrator or designee. At no time shall any Agency vehicle be used for personal purposes or be housed at a staff member's home unless by approval of the CESA Administrator. When vehicle is not being used for business purposes, it shall be parked in the CESA #9 parking garage or lot.

The CESA van may be used for CESA business travel only. When an emergency occurs and the CESA Administrator approves the use of the vehicle for non-CESA business, the employee shall pay CESA at the same rate of reimbursement applicable to employees as provided under policy DLC for all personal use. Van mileage must be logged on a per trip basis to provide an audit trail.

CROSS REF.: Policy 671.2

Tentative Approval: March 2, 1988

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