



Policy:	Automobile Allowance Policy	
Date:	Revision Date:	Approved by:
November 3, 2008		Human Resources

I. PURPOSE AND SCOPE

To clarify the classifications designated to receive an automobile allowance, and the guidelines to be followed.

II. POLICY STATEMENTS

Eastern Municipal Water District (EMWD) staff, as listed on Resolution No. 3349 as amended (Exhibit “F”), are authorized to receive an automobile allowance to enable them to meet the travel demands imposed by their position or job assignment.

III. GUIDELINES

1. An employee receiving an automobile allowance must maintain legally acceptable automobile insurance to cover the use of his/her personal vehicle used to conduct District business.
2. The provision of the automobile allowance is and shall remain at the discretion of the EMWD Board of Directors.
3. An employee receiving the automobile allowance is required to use his/her personal automobile for all required District 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 the individual’s vehicle.
 - d. When travel by other forms of transportation, i.e., airplane, train, etc., are more cost effective and/or efficient.
4. An employee receiving the automobile allowance shall not be entitled to additional. Remuneration for the cost of gasoline, repairs, maintenance, or insurance on his/her vehicle, except that if such employee travels more than 300 miles in a single day, he/she may submit a request for mileage reimbursement for the excess miles.
5. In the event of an emergency situation, an employee receiving an automobile allowance may be entitled to use a District vehicle.

AUTHORIZED SIGNATURE ON FILE