



**COUNTY OF SAN BERNARDINO
POLICY MANUAL**

No. 08-03

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EFFECTIVE DATE March 20, 2018

**TRAVEL: MODES OF TRANSPORTATION WHILE
TRAVELING ON COUNTY BUSINESS**

APPROVED

ROBERT A. LOVINGOOD
Chair, Board of Supervisors

POLICY STATEMENT AND PURPOSE

It is the policy of the Board of Supervisors (Board) to arrange transportation while traveling on County Business in the most efficient and cost-effective manner, through uniform procedures that provide internal controls and balance the travel requirements of County operations and the County Traveler(s).

DEPARTMENTS AFFECTED

Board of Supervisors, all County Agencies, Departments, Board-Governed Special Districts, Board-Governed Entities

DEFINITIONS

Appointing Authority – The executive or administrative head of a department, division or agency.

County Business – Any activity directly related to the necessary and required purposes and functions of the County.

County Traveler – Any County employee, applicant, board/commission/committee member, volunteer, or authorized contractor or consultant that may be required to comply with this policy pursuant to a contract for professional services, traveling on County Business. To the extent possible and feasible, this policy is to be applied to witnesses, in-custody persons, and patients traveling at the expense of the County.

POLICY AMPLIFICATION

When traveling on County Business the general rule for selection of a mode of transportation is that mode which represents the lowest expense to the County. County Travelers are responsible for knowing how applicable policies, standard practices, Memoranda of Understanding, County Code, or other specified agreements or procedures impacts the determination of the lowest expense to the County or eligibility for reimbursement for costs incurred while traveling on County Business.

The following shall govern the use of privately owned vehicles, rental vehicles, County-owned vehicles, County-owned aircraft and other modes of transportation when traveling on official County business:

1. **Privately owned vehicles**
 - a. County Travelers authorized to use private vehicles on County business shall possess a valid Driver's License.
 - b. Private vehicles used on County Business shall be covered by vehicle liability insurance at least equal to the minimum requirements of the California Insurance Code Section 11580.1b.
 - c. Employees who do not meet these requirements shall not be permitted to use private vehicles on County business until such requirements are met.
2. **Rental vehicles** – County Travelers may be authorized by the Appointing Authority to use rental vehicles in the conduct of County Business.
3. **County-owned vehicles** – Departments and County Travelers shall comply with County Policy 08-03, the associated Standard Practice and procedures that reasonably, efficiently and economically control the use of County-owned vehicles.
4. **County-owned aircraft** – County-owned aircraft, operated by the County Sheriff, may be utilized for travel on County Business whenever available and after determination has been made as to whether the use of the aircraft is fiscally appropriate. The Chief Executive Officer and County

Sheriff shall be consulted in instances where a disagreement exists between County Departments concerning the appropriateness of a County Traveler's use of County aircraft.

5. **Other modes of transportation** – When utilizing modes of transportation not identified in Nos. 1 through 4, Departments and County travelers shall practice efficient use of County resources and strengthen internal controls by following the established uniform travel procedures adopted by the Chief Executive Officer. Transportation shall be arranged in accordance with applicable policies, standard practices, Memoranda of Understanding, County Code, or other specified agreements or procedures.

LEAD DEPARTMENT

County Administrative Office

APPROVAL HISTORY

Adopted June 23, 2015 (Item Number 37)

Amended March 20, 2018 (Item Number 22)

REVIEW DATES

March 2023