



POLICY COMMITTEE MEETING OF THE BOARD OF TRUSTEES

November 8, 2017

5:00 PM

AGENDA

The Policy Committee is not a decision-making body and only makes recommendations to the Board.

Policy Committee Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting; or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact District Manager Chindi Peavey at least five working days before the meeting at (650) 344-8592. Notification in advance of the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it.

Public records that relate to any item on the open session agenda for a Policy Committee meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all Policy Committee members. The Policy Committee of the Board has designated the office of the San Mateo County Mosquito and Vector Control District, located at 1351 Rollins Road, Burlingame, for the purpose of making those public records available for inspection.

1. CALL TO ORDER.

2. PLEDGE OF ALLEGIANCE.

3. ROLL CALL.

- Chairperson Kati Martin will take roll call. _____
- Robert Riechel, City of San Bruno _____
- Ed Degliantoni, City of San Mateo _____
- Donna Rutherford, City of East Palo Alto _____
- Carolyn Parker, City of Brisbane _____
- Kat Lion, City of Redwood City _____



4. PUBLIC COMMENTS AND ANNOUNCEMENTS.

- This time is reserved for members of the public to address the Policy Committee of the Board relative to matters of the Committee not on the agenda. No action may be taken on non-agenda items unless authorized by law. Comments will be limited to five minutes per person (ten minutes where a translator is being used).

5. REGULAR AGENDA

A. District Policy Manual Chapter 2000

2030 Vehicle Cost Reimbursement

- Consider removing references to VCJPA Resolution 2-89, which has been repealed.*
- Consider changes to section 2030.10 and 2030.60 so that it refers to the VCJPA Driver Selection and Vehicle Use Guidelines, rather than VCJPA Resolution No. 2-89*
- Consider adding language to section 2030.60 stating that the Finance Department staff are responsible for ensuring that personnel or Trustees who use personal vehicles for District business comply with the insurance requirements stated in this policy.*

B. District Policy Manual Chapter 3000

3070 Minor Use Pesticides

- Consider adding new materials that have become available since the last policy review (BVA 2Oil, CocoBear Oil, Natular) and deleting those that are no longer commercially available (Golden Bear Oil, Agnique)*
- Consider correcting the description of Pyrenone, which contains pyrethrins, not synthetic pyrethroids.*

6. ADJOURNMENT



Agenda Item #5A

Review of Changes to District Policy 2030 Vehicle Cost Reimbursement

BACKGROUND

District Policy 2030 relates to the conditions under which District staff and Board Members can use their personal vehicles to conduct District business, the most common occasion in which this occurs is driving to conferences, meetings with other agencies or training events. District policy 2030 regulates the conditions under which the District will reimburse staff and Board members for using personal vehicles to attend these events. The District participates in a self-insurance program with the Vector Control Joint Powers Association (VCJPA) and follows their guidelines for vehicle use. District policy 2030 was last reviewed in 2008. Since that time, the VCJPA has made changes in its policies and the District's policies need to be brought up to date with VCJPA policies. VCJPA Resolution 2-89, referred to in the District Policy 2030, was repealed and replaced by Resolution 3-97, which was repealed and replaced by Resolution 3-2006. In light of these changes, it is preferable not to use resolution numbers in the policy, but use the VCJPA Guidelines instead.

Further revisions requested by the committee in June: None

Attachments

1. District Policy 2030 Vehicle Cost Reimbursement track changes
 2. District Policy 2030 Vehicle Cost Reimbursement clean copy
 3. VCJPA Driver Selection and Vehicle Use Guidelines
 4. District Policy Manual Appendix 2030-Personal Vehicle Use Claim Forms
 5. VCJPA Resolution No.3-2006
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POLICIES AND PROCEDURES

TITLE: Vehicle Cost Reimbursement

NUMBER: 2030

2030.10 The Vector Control Joint Powers Agency ~~require~~ recommends that all member districts ~~implement adopt their policy outlined in Resolution No. 2-89~~ its Driver Selection and Vehicle Use Guidelines. ~~This resolution~~ These guidelines outlines the use of personal vehicles by member district employees or trustees while in the course and scope of their employment with the District. (See appendix 2030 ~~for Resolution No. 2-89~~.)

Commented [C1]: This resolution has been replaced by a resolution recommending that member agencies adopt the VCJPA Guidelines mentioned here

2030.20 The District Manager may authorize an employee to use his/her personal vehicle in the performance of District work. The employee shall be reimbursed for the cost of total miles driven and at the rate specified in the Internal Revenue Service Guidelines.

2030.21 Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of work.

2030.22 Use of personal vehicles shall not be authorized for the performance of District work if a suitable District vehicle is available and safely operational.

2030.30 Each District employee, who in the course and scope of his or her employment, uses a vehicle not owned, rented, or leased by the District shall meet the following requirements:

2030.31 Carry and maintain public liability and property damage insurance with a carrier acceptable to the District providing minimum coverage of \$100,000/\$300,000 bodily injury and \$50,000 property damage.

2030.32 Every six months, provide the District proof of insurance attesting to the terms of coverage.

2030.33 Complete a permission form for personal vehicle provided as Appendix 2030-2.

2030.40 It is required that each District trustee, who in the course and scope of his or her duties as trustee for the District, uses a vehicle not owned, rented, or leased by the District shall meet the following requirements:

2030.41 Carry and maintain public liability and property damage insurance with a carrier acceptable to the District providing minimum coverage of \$100,000/\$300,000 bodily injury and \$50,000 property damage.

2030.42 Prior to use of vehicle, provide the District proof of insurance attesting to the terms of coverage.

2030.43 Complete a permission form for personal vehicle use provided as Appendix 2030.

2030.50 The District is not responsible for the replacement or repair of the District Employee and or Trustee's personal vehicle if the personal vehicle is damaged or destroyed during the course of use on District business.

2030.60 The District Finance Department staff is responsible for ~~completing the annual certification of District~~monitoring compliance with ~~Resolution 2-89~~the insurance requirements regarding for use of personal vehicles for District business as stated in the Driver Selection and Vehicle Use Guidelines provided as Appendix 2030.

Issued: March 12, 2003

Revised: June 25, 2008

Reviewed by Policy Committee November 11, 2017



POLICIES AND PROCEDURES

TITLE: **Vehicle Cost Reimbursement**

NUMBER: **2030**

2030.10 The Vector Control Joint Powers Agency recommends that all member districts implement its Driver Selection and Vehicle Use Guidelines. These guidelines outline the use of personal vehicles by member district employees or trustees while in the course and scope of their employment with the District. (See appendix 2030).

2030.20 The District Manager may authorize an employee to use his/her personal vehicle in the performance of District work. The employee shall be reimbursed for the cost of total miles driven and at the rate specified in the Internal Revenue Service Guidelines.

2030.21 Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of work.

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2030.50 The District is not responsible for the replacement or repair of the District Employee and or Trustee's personal vehicle if the personal vehicle is damaged or destroyed during the course of use on District business.

2030.60 The District Finance Department staff is responsible for monitoring compliance with the insurance requirements for use of personal vehicles for District business as stated in the Driver Selection and Vehicle Use Guidelines..

Issued:	March 12, 2003
Revised:	June 25, 2008
Reviewed by Policy Committee	November 11, 2017

**VECTOR CONTROL JOINT POWERS
AGENCY (VCJPA)**

**MODEL
DRIVER SELECTION AND
VEHICLE USE GUIDELINES**

DRIVER SELECTION AND VEHICLE USE GUIDELINES

I. PURPOSE AND SCOPE

Motor vehicle accidents are the most frequent and costly claims among VCJPA members. They are also the leading cause of death in the workplace in the United States. The Agency, in its mission to operate its vehicles safely for the protection of all with whom it shares the road, has developed this program. The program reflects currently accepted best practices for the selection and management of drivers operating any vehicle on behalf of a member district. These best practices have proven effective in controlling misuse of vehicles and poor driving practices which lead to accidents. Although adherence to these Guidelines is not a condition of VCJPA membership, the provisions set forth herein are strongly recommended for use by VCJPA members. These Guidelines apply to all employees of an implementing district who may operate any district vehicle or their own personal vehicle on behalf of the district, including leased or rented vehicles.

Adoption of these Guidelines is intended for the sole benefit of VCJPA and its member districts and it is not intended that the adoption by VCJPA of these recommended Guidelines shall create any new or additional mandatory duties on VCJPA or its member districts.

II. DEFINITIONS

- A. At-Fault Accidents: An accident arising out of the use of a motor vehicle due to the negligence or willful misconduct of the operator, or any other accident where reasonable assurance of non-fault cannot be furnished.
- B. Authorized Driver: Authorized drivers are those employees that have been identified, by verification of their driving record through the Department of Motor Vehicles, as 1) having an acceptable driving record in accordance with those set forth in this policy; 2) received approval to drive district vehicles from the driver's manager or supervisor, and 3) have met any other requirements as set forth by the district.
- C. Conviction: A conviction includes (1) a finding of guilty by a court or other tribunal as to any charged vehicular offense, (2) a plea of guilty or no contest (nolo contendere) to such an offense, or (3) a bail forfeiture without entry of a formal plea.
- D. Implementing District: A VCJPA member district which adopts and implements these Guidelines.
- E. Major Violations: Major violations shall include, but are not limited to the following:

1. Driving under the influence of alcohol or drugs. This would include prescription drugs that have the warning that operating machinery or a motor vehicle while using this drug is not safe.
2. Failure to report an accident.
3. Making a false accident report.
4. Vehicular homicide or manslaughter.
5. Attempting to elude a police officer.
6. Driving while license is suspended or revoked.
7. Reckless driving, racing or speed contest.
8. Speeding at 25 mph or more over the posted speed limit.
9. Hit and Run.

F. Minor Violations: Minor Violations shall include any moving traffic violation other than a major violation. Examples include, but are not limited to the following:

1. Speeding (less than 25 mph over the posted speed limit).
2. Running a stop sign or red light.
3. Improper turn.
4. Passing across a double yellow line.
5. Failure to yield.
6. Following too close.

G. Motor Vehicle Report (MVR): A report by the State of California, Department of Motor Vehicles. It details the driving record, by individual names and driver license numbers, for each request submitted, and indicates the status of the applicable driver's licenses.

H. Violation: An act involving the unsafe operation of a motor vehicle. Types of violations include:

- Civil - A written allegation by a law enforcement officer claiming a person violated a law, such as a traffic ticket.
- Infraction – A violation punishable by a fine or other penalty, but not by incarceration.
- Misdemeanor – A violation punishable by imprisonment in a county jail, by fine, or by both.
- Felony – A crime which is punishable with death or by imprisonment in the state prison. Under certain conditions a felony crime can be treated as a misdemeanor.

III. CONDITION OF EMPLOYMENT

It is the policy of an Implementing District that a driving record which meets the district's standard is a condition of employment for employees who may drive a vehicle, the district's or their own, on behalf of the district. Maintenance of this driving record is a consideration for continued employment for those employees who are required to drive as part of their regularly assigned duties as district employees.

Drivers of vehicles on district business shall be required to meet the following criteria:

A. Driver License Requirements

1. Authorized drivers must have a valid license for the class of vehicle being operated. If the vehicle requires a commercial driver license (CDL), then the driver must possess a valid CDL with the appropriate endorsements for the type of vehicle being operated. For vehicles requiring a Class A, Class B or Class C & Hazardous Materials Endorsement, district participation in the DMV Mandatory Employer Pull-Notice Program is required.
2. A valid license must be in the authorized driver's immediate possession at all times when operating a district-owned vehicle. If an employee does not have a valid license, he or she will not drive a district-owned vehicle. If the license is revoked or suspended for any reason, the employee must immediately notify his/her supervisor.

B. Motor Vehicle Reports

The DMV's Government Employer Pull Notice Program is a critical component of this policy. Every authorized driver must be enrolled in the Government Employer Pull Program, and provide authorization for the district to review and address reports of MVR activity that are sent to the district. Information on enrollment and operation of the Pull Program are included in appendix B

1. All new hires must bring a copy of their Motor Vehicle Report (MVR) from the Department of Motor Vehicles (DMV) printed within the last 30 days. An acceptable current MVR is a condition of employment and will remain a condition of continued employment. **Employees, however, should not be allowed to drive until the MVR is received, reviewed, and deemed acceptable per the standards of this policy.**

All traffic violations which occur during non-business (personal use) hours may affect driving privileges and are subject to review.

C. Other Requirements

1. Authorized Drivers must be capable of demonstrating familiarity with the type of vehicles assigned. Those employees for which driving is designated as an “essential job function” or where driving is more than an occasional part of their job duties shall be required to attend a defensive driving course once every three years. Check rides may also be conducted based upon an employee’s MVR and/or reported/observed unsafe driving behavior; and,
2. Authorized Drivers must be capable of passing physical examinations administered by a licensed physician when a question of fitness to drive arises or is required by regulation; and,
3. An Authorized Driver may have his or her employment terminated or be reassigned to a non-driving position at the discretion of the district in the event his or her license is revoked or suspended by a court of a law or by an enforcement agency, or if it is determined that the employee does not meet the minimum driving standards of the district.

IV. EXCLUDED EMPLOYEES

- A. Any employee who is deemed uninsurable by the district’s automobile insurance provider will be considered an excluded employee.
- B. Any or all of the following violations, as defined in section II, showing on the employee’s driving record may be cause for revoking an employee’s authorization to drive on behalf of the district and will be considered an excluded employee:
 1. Three or more moving violations within the past three years (an accident will be considered a moving violation);
 2. Two or more “at-fault” accidents within the past three years; or
 3. One major violation within the past three years.
- C. No district employee will be allowed to drive a district vehicle or use their personal vehicle for district business, if they have an unacceptable MVR, as defined in section B above. The employee will be placed on non-driving status and will be notified in writing.

V. VEHICLE USE

A. District Vehicles

1. District vehicles are provided to support official district business and are to be used only by Authorized Drivers. District vehicles will not be used by employees for personal reasons. Employees who use assigned vehicles on a 24-hour basis or are on-call will drive such vehicles directly home after work and leave them parked until needed for “call-out.”

2. Vehicles are not to be considered part of an employee's compensation and must not be used as an inducement for employment. In all cases, the vehicles are to be operated in strict compliance with California motor vehicle laws and with the utmost regard for their care and cost-efficient use.
3. Authorized Drivers will not transport persons other than on-duty district employees in a district-owned vehicle, unless the persons are being transported in connection with official district business, or as authorized by a supervisor.
4. Except in the case of an emergency, a driver will not allow a vehicle to which he or she has been assigned to be driven by any person not authorized to drive the district-owned vehicle.

B. Personal Vehicles

Authorized Drivers who use their personal vehicle for District business must:

1. Provide a Certificate of Insurance to the District with minimum limits of \$100,000/\$300,000/\$50,000 for bodily injury per person, bodily injury per accident, and property damage respectively (**Proof of current coverage and limits must be kept on file** at the district.);
2. Ensure their vehicle is currently registered with the Department of Motor Vehicles; and
3. Operate the vehicle in accordance with California traffic safety laws including use of seatbelts.

Any employee whose personal vehicle is damaged in a collision while the employee is performing duties within the course and scope of district business shall be reimbursed for the cost of a deductible up to a recommended amount of \$1,000, provided:

1. The employee was not in violation of any state statute;
2. The driver of the other vehicle is responsible for the accident as verified by a police report; and
3. The amount to be reimbursed by the district is not recoverable under any insurance policy available to the employee.
4. The employee must provide verification of the cost of the damage to the district.

C. Rented or Leased Vehicles

The district must ensure that employees operating rental vehicles on district business have adequate coverage for collision and liability or require employees to purchase the rental companies loss damage waiver coverage.

VI. ACCIDENT REPORTING PROCEDURES

When a district-owned vehicle or an employee-owned vehicle being operated on behalf of the district is involved in an accident, the following procedures will be followed:

- A. Assure injuries or medical needs are addressed either using first aid or calling for emergency services;
- B. If possible move vehicles to a safe location, position warning signals (flares, etc);
- C. Immediately notify the police department or California Highway Patrol (CHP) and your supervisor of the accident. Do not admit negligence or liability. Leave the determination of liability to the responsible law enforcement agency;
- D. Utilize the Accident Reporting Packet provided by your district, located in the glove box;
- E. Take a photograph at the scene of the accident, if possible;
- F. Do not attempt settlement, regardless of how minor the incident;
- G. Get the name, address, and phone number of any injured person and witnesses, if possible;
- H. Exchange vehicle identification and insurance information, including a policy number, with the other driver; and
- I. Contact your supervisor to report the accident as soon as possible. Turn all documentation over to a supervisor or manager within twenty-four (24) hours.

VII. DRIVER RESPONSIBILITIES

If assigned a district vehicle, the employee assumes responsibility for operating the vehicle in a safe and responsible manner. Therefore, driver responsibilities include, but are not limited to, the following:

- A. Vehicles owned or maintained for use and service by the district will be used for district business. Exceptions to this rule must have General manager or Assistant General Manager approval;
- B. Employees on district business will observe all traffic rules and regulations, **including the use of seat belts**. The driver will be responsible for any fines or penalties incurred, including parking violations;

- C. Employees must have the appropriate class of valid California Driver's License in their possession at all times when driving on district business;
- D. **Employees must be insurable under the district Automobile policy;**
- E. Operating the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect, or disrespect of the equipment;
- F. Practicing safe driving techniques and adhering to current safety requirements including the district's Cell Phone Policy; i.e. Cell phones should be used only when the vehicle is parked. A model policy is attached as Appendix C; attend a defensive driver training course as required. See Appendix A for the Code of Safe Practices.
- G. Restricting the use of vehicles to authorized drivers only; and
- H. Reporting all moving violations or accidents to a supervisor or manager before the end of shift, but, in no case, longer than twenty-four (24) hours. Drivers are responsible for the cleanliness of vehicles both inside and out.

Failure to comply with any of these responsibilities could result in disciplinary action, up to and including termination.

Appendix A

Code of Safe Practices - Tips for Safe Driving

Seat Belts

Primarily for safety, but also, to comply with the law, all drivers and passengers shall wear seat belts.

Transporting Equipment or Property

When items of equipment, property, supplies, etc., are being transported, the driver will ensure that all items are properly secured or tied in place to prevent them from shifting or falling from the vehicle.

Riding on Fenders, Hoods, or Running Boards

No person will be allowed to ride on running boards, fenders, hoods, tailgates, or rear racks of vehicles.

Obstruction to Driver's View

No driver will drive any vehicle when it is so loaded that it obstructs his or her view ahead or to the right or left side or interferes with his or her control over the driving mechanism of the vehicle. No more than three people will ride in the front seat of a vehicle at one time.

Opening and Closing Vehicle Doors

No person will open the door of a vehicle on the side available to moving traffic unless and until it is reasonably safe to do so, nor will any person leave a door open on the side of a vehicle available to moving traffic for a period of time longer than necessary to load or unload passengers.

Unattended Vehicles

No person driving or in charge of any District vehicle will permit it to be unattended without first stopping the motor, locking the ignition, removing the key, and effectively setting the brake.

Striking Unattended Vehicles

If a moving vehicle strikes a vehicle standing or unattended or other property, the driver will immediately stop and endeavor to locate the custodian or owner. If unable to do so, he or she will securely and conspicuously place his or her name and address on the damaged property. The police department that has jurisdiction should be notified, and the incident shall be reported to a supervisor or manager within twenty-four (24) hours.

Flags on Projected Loads

Any vehicle having a load that extends more than 4 feet beyond the rear will have the end of the load marked with a red flag which will be at least a 12-inch square.

Coupling Devices

A driver whose vehicle is towing a trailer, dolly, or other equipment will ensure that the trailer hitch is securely latched, the lights are properly connected, and safety chains are properly attached.

Obstructing Traffic for Work Requirements

Whenever work requirements make it necessary for a district-owned vehicle to block or obstruct traffic, the driver will place warning signs and/or traffic cones to warn oncoming motorists of the obstruction. Warning signs will be placed far enough from the standing vehicle to give oncoming motorists adequate time in which to stop safely. Distance should be determined by: (1) street and weather conditions, (2) speed limits in the area, and (3) whether the vehicle is standing on a straight or curved roadway. Vehicles so equipped will use revolving red or yellow lights or blinkers as additional warning devices. Exceptions will be made for emergency vehicles.

Appendix B

THE GOVERNMENTAL EMPLOYER PULL NOTICE (EPN) PROGRAM

California Vehicle Code Section 1808.1

The Employer Pull Notice (EPN) Program was established to provide employers and regulatory agencies with a means of promoting driver safety through the ongoing review of driver records. The following is a brief history of the EPN program and when legislation was enacted:

- 1982 - Law enforcement and government employers began to enroll their drivers into the program voluntarily.
- 1989 - all Class A (formerly known as Class 1), Class B (formerly known as Class 2), transit authority, certified, and Public Utilities Commission (PUC) regulated drivers (limousine drivers, charter party carriers, etc.) were enrolled pursuant to California Vehicle Code (CVC) Section 1808.1.
- 1990 – The Public Utilities Commission (PUC) began enrolling owner operators.
- 1998 - DMV, Motor Carrier Branch, began enrolling owner operators who transport property. PUC continued to regulate owner operators who transport passengers and household goods.

The EPN program allows your district to monitor driving records of employees who drive on your organization's behalf. This monitoring accomplishes the following:

- Improves public safety.
- Determines if each driver has a valid driver's license.
- Reveals problem drivers or driving behavior.
- Helps to minimize your liability.

When an employer enrolls in the EPN program, they are assigned a confidential requester code. The requester code is added to an employee's driver license (DL) record. When an employee's DL is updated to record an action/activity, such as a ticket or accident, a check is made electronically to determine if a pull notice is on file. If the action/activity is one that is specified to be reported under the EPN program, a driver record is generated and mailed to that employer.

The EPN program automatically generates a driver record when any of the following actions/activities occurs:

1. Upon enrollment of driver in the EPN program.
2. Annually from the date of enrollment or 12 months from the last action/activity printout.
3. When a driver has any of the following actions/activities added to his/her driver record:
 - Convictions of a violation
 - Failures to Appear
 - Accidents
 - Driver License Suspensions or Revocations
 - Any other actions taken against the driving privilege

For additional information refer to: <http://www.dmv.ca.gov/vehindustry/epn/epngeninfo.htm>

Appendix C

VCJPA DISTRACTED DRIVER GUIDELINES

Purpose and Scope

According to the Department of Motor Vehicles, driver distractions contribute to one out of four accidents. The leading factors causing distracted driving accidents are cell phone use, eating, and attending to passengers. Drivers increase their risk of having an accident by 400% every time they use their cell phone while driving.

This policy applies to all employees who operate any district vehicle or their own personal vehicle on behalf of the district, including leased or rented vehicles.

Definition

Distract Driving: Diversion of the driver's attention from the task of operating a motor vehicle by activities, objects, or events inside or outside the vehicle, or by factors such as emotional stress or preoccupation.

This includes, but is not limited to, the following:

1. Cell phone use
2. Use of technology (e.g., GPS systems, computers, audio/video equipment)
3. Eating, drinking (non-alcoholic), smoking
4. Grooming
5. Passengers
6. Reading
7. Impaired driving

Policy Statement

The following procedures will be used by all district employees while driving on behalf of the district.

Procedures

Employees must adhere to all federal, state, and local rules and regulations regarding the use of cell phones, wireless devices, GPS systems, computers or any type of audio/video equipment while driving. Employees should check with their supervisor if they are not sure of the governing laws in their area

- ***Cell phone use (including headsets)***
 - Receiving Incoming Calls
 - Let call go to voice mail and return call when parked, or
 - Answer the call and advise the caller to hold. Pull over to a safe location. Place vehicle in park. Respond to the caller.
 - Making Outgoing Calls
 - Calls will not be initiated until the vehicle has been pulled over to a safe location; and the vehicle has been placed in park
 - ***Use of Technology (GPS systems, computers, audio/video equipment)***

- GPS systems – Program the system while in a parked position, with vehicle placed in park. Do not program while driving under any circumstances.
- Computers – Do not use a computer while driving under any circumstances. If information is required, pull over to a safe location and place your vehicle in park.
- Audio equipment – Prior to your departure, adjust controls, choose your CD/Tape selections and insert into player. Use normal stops to adjust controls. Do not browse your CD/Tape selections while driving.
- Video equipment – Do not view any type of DVD equipment while driving.
- Two-Way Radio – Use extreme caution while operating any two-way radio. Keep call duration to a minimum. If extended conversation is required, place the caller on hold, pull over to a safe location then resume the conversation.
- ***Eating, drinking or smoking***
 - Eating, drinking and/or smoking involve driving with one hand and juggling the food/beverage/cigarette with the other. Plan ahead to allow time to eat without driving. If eating, drinking or smoking is necessary, take advantage of normal stops to prepare. Don't over react if items spill; pull over to a safe location to clean up.
- ***Grooming***
 - Avoid grooming while vehicle is in motion. This includes, but is not limited to, applying make up, shaving, and looking in the mirror.
- ***Passengers***
 - While communicating with passengers, avoid disturbing/distracting conversations. Stay focused on defensive driving.
- ***Reading***
 - Do not read while driving. If you need to review directions, instructions, etc, pull over to safe location or do so at a normal stop.
- ***Impaired Driving***
 - All employees must adhere to the District's Drug and Alcohol Policy. No employee who is on duty shall use, possess, or be under the influence of alcohol, illegal drugs, unauthorized drugs or any other illegal mind-altering substances while performing their assigned duties.
 - Employees must advise their supervisor when taking prescription medications and/or non-prescription products that may contribute to the unsafe operation of a vehicle driven while on duty.
- ***Other Distractions***

- Be diligent about sustaining your focus while driving. Avoid disturbing/distracting conversations or actions. Minimize activities that will distract you from operating your vehicle in a safe, defensive manner.

Drive safely and take care of you, your passengers, pedestrians and other drivers. Remember taking your eyes off the road for two seconds at 60mph means you have traveled blindly for half the length of a football field.



San Mateo County Mosquito and Vector Control District

PERSONAL AUTOMOBILE USE PERMISSION FORM

NAME: _____ BIRTHDATE: _____

DRIVERS LICENSE NUMBER: _____ EXP DATE: _____

YEAR & MAKE OF AUTO: _____ LICENSE #: _____

INSURANCE CARRIER/AGENT: _____ PHONE: _____

LIABILITY LIMITS: _____ POLICY #: _____

POLICY EXPIRATION DATE: _____

DRIVING RESTRICTIONS: _____

I certify the above information is correct and the insurance coverage is in force. I understand I must have liability insurance coverage in force and agree to advise the District, in writing, of any changes in the above information.

Signed: _____

Date: _____

Approved: _____

Date: _____

NOTE: If you drive your personal automobile while on District business and you are involved in an accident, by law your own insurance policy is used first. The District liability policy would be used only after your liability policy limits have been exceeded. The District does not cover, nor is it liable for, comprehensive and collision coverage to your vehicle.

Please attach a copy of your most recent auto insurance policy that indicates the liability limits in force for your individual coverage. This limit must be at least the minimum coverage required by the VCJPA.



**San Mateo County
Mosquito and Vector Control District**

**ANNUAL CERTIFICATION OF DISTRICT COMPLIANCE
WITH RESOLUTION NO. 2-89 REGARDING USE OF
PERSONAL VEHICLES FOR DISTRICT BUSINESS**

To be completed on an annual basis and return to the Agency at the address listed below by July 1st.

I certify that the San Mateo County Mosquito and Vector Control District has, for the period of July 1, _____ to June 30, _____, been in compliance with Resolution No. 2-89 of the Board of Directors of the Vector Control Joint Powers Agency regarding the use of personal vehicles for District business.

Signed: _____ Date: _____
 Manager

I certify that the San Mateo County Mosquito and Vector Control District has, for the period of July 1, _____ to June 30, _____ had a policy in place which prohibits the use of personal vehicles for District business.

Signed: _____ Date: _____
 Manager

**VECTOR CONTROL JPA
1831 K St
Sacramento CA 95814**

(800) 541-4591

RESOLUTION NO. 03-2006

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE VECTOR CONTROL JOINT POWERS AGENCY
CONCERNING MEMBER DISTRICT EMPLOYEE-DRIVERS AND
DRIVER SELECTION AND VEHICLE USE GUIDELINES**

WHEREAS, District Resolution No. 3-97 established an Agency policy concerning member district employee-drivers with excessive points under the State Department of Motor Vehicles (DMV) negligent operator count point system, Agency participation in the DMV employer pull notice program, and Agency receipt and review of motor vehicle reports for member district employee-drivers;

WHEREAS, at the October 25, 2006 Board of Directors meeting, the Board decided to cease its participation in the DMV employer pull program and instead provided that individual member districts should participate directly with the DMV program; and,

WHEREAS, the Board has determined to repeal Resolution No. 3-97 and replace it with recommended Driver Selection and Vehicle Use Guidelines;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Vector Control Joint Powers Agency as follows:

1. Resolution No. 3-97 is hereby repealed.
2. The VCJPA Driver Selection and Vehicle Use Guidelines in the form attached to this resolution are hereby approved. The Agency recommends that each member district adopt and implement these guidelines. These guidelines are recommended and not mandatory.

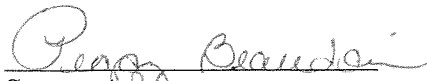
PASSED AND ADOPTED by the Board of Directors of the Vector Control Joint Powers Agency on the 20th day of June 2007, by the following vote:

AYES: 4
NOES: 0
ABSTAIN: 1
ABSENT: 1



President

ATTEST:



Secretary



Agenda Item #5B

Review of Changes to District Policy 3070 Minor Use Pesticides

BACKGROUND

District Policy 3070 relates to some of the materials that the District uses in its Integrated Vector Management Program. The US EPA has a section devoted to materials that are defined as minor use materials. As defined on the EPA's website <https://www.epa.gov/pesticide-registration/minor-uses-and-grower-resources>

“Minor use crops have fewer than 300,000 acres in production in the United States. The small acreage may provide insufficient economic incentive for pesticide companies (i.e., registrants) to keep their products registered for use on these crops, or to register new minor use pesticides. Many fruits and vegetables qualify as minor crops. Minor uses also include pesticides applied for control of disease vectors such as mosquitoes, ticks, cockroaches, rodents and disease-causing organisms.

“EPA programs designed to ensure safe pesticide tools are available, particularly for those interested in pesticides for the minor uses. A major part of this effort involves the partnerships with other organizations and stakeholders.”

District Policy 3070 is intended to support the EPA's continued registration of materials essential to the District's IVM program. The policy needs to be updated to reflect changes in the materials commercially available for use in mosquito control that qualify as Minor Use.

Attachments

1. District Policy 3070 Minor Use Pesticides track changes
 2. District Policy 3070 Minor Use Pesticides clean copy
-



POLICIES AND PROCEDURES

TITLE: Minor Use Pesticides

NUMBER: 3070

3070.10 The District recognizes Environmental Protection Agency (EPA) standards in distinguishing between minor use pesticides for public health requirements and those pesticides used to meet agricultural requirements.

3070.20 The District supports legislation that accelerates the registration process of minor-use pesticides.

3070.30 Minor-use pesticides used by the District include, but are not limited to, the following:

3070.301 **Methoprene** A synthetic hormone that disrupts the transformation of larvae into adults. This hormone occurs only in mosquitoes and does not affect birds, fish, mammals, amphibians or other species of aquatic invertebrates.

3070.302 ***Bacillus thuringiensis israelensis* (Bti)** A bacterium that kills larval mosquitoes by poking holes in their digestive tract. Bacteria in this group occur naturally in nearly all-aquatic environments. The bacterium strain (Bti) used is specific to mosquitoes and black flies, and does not affect other organisms.

3070.303 ***Bacillus sphaericus* (Bs)** A bacterium that kills larval mosquitoes by poking holes in their digestive tract. Unlike, Bti, Bs has shown some environmental persistence (2-4 weeks), and the ability to recycle (re-grow and reproduce) itself in the environment. The bacterium strain (Bs) is specific to only mosquitoes and does not affect other organisms.

3070.304 **~~Golden Bear Oil (GB1111)~~ BVA 2 Oil** A highly refined petroleum distillate that forms a thin film on the top of the water and kills larvae through suffocation. It breaks down rapidly in the environment (within 24-48 hours) and is used for temporary control of mosquito pupae when other forms of control fail.

3070.305 **~~Agnique~~ Coco Bear Oil** A trade name of a surface film derived from plant materials. forms a thin film on the top of the water and kills larvae through suffocation. It breaks down rapidly in the environment (within 24-48 hours) and is used for temporary control

Commented [C1]: This material is no longer available and was not very effective at controlling mosquitoes.

Commented [C2]: This is a material that became available after this policy was written

of mosquito pupae when other forms of control fail.. This product disrupts the surface tension of standing water and prevents larvae from attaching to the surface to obtain air.

3070.306 Spinosad is a material derived from the naturally occurring soil bacterium *Saccharopolyspora spinose* which can be used as a mosquito larvicide. Spinosad is the active ingredient in Natular®. Natular is registered with the US EPA as a “Reduced Risk Pesticide” having a low impact on human health, lower toxicity to nontarget organisms, low potential for groundwater contamination, and compatibility with Integrated Pest Management (IPM) Practices.

Commented [C3]: This is a material that became available after this policy was written

3070.306 PyrethrinPyrethrins. A synthetic pyrethroidNaturally occurring insecticides produced by certain species of the chrysanthemum plant. Pyrethrins have four different active ingredients: Cinerin I and II and Jasmolin I and II. Pyrethrins are the active ingredients in the commercially available insecticides such as Pyrethrin. ~~used to kill adult mosquitoes. This~~These products breaks down rapidly in the environment and ~~is~~are used for temporary control of adult mosquitoes when human pathogens have been detected in them or other forms of larval control ~~has~~ failed.

Commented [C4]: Correcting errors in the description of pyrethrin

Issued: February 12, 2003
Reviewed: Sept 14, 2012
Revised: November 11, 2017



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3070.306 Pyrethrins. Naturally occurring insecticides produced by certain species of the chrysanthemum plant. Pyrethrins have four different active ingredients: Cinerin I and II and Jasmolin I and II. Pyrethrins are the active ingredients in the commercially available insecticides such as Pyrenone. These products break down rapidly in the environment and are used for temporary control of adult mosquitoes when human pathogens have been detected in them or larval control has failed.

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