

SOUTHWEST SUBURBAN SEWER DISTRICT

RESOLUTION 2011-04

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF SOUTHWEST SUBURBAN SEWER DISTRICT, KING COUNTY, WASHINGTON, ESTABLISHING A POLICY FOR SELF-INSURING EMPLOYEES' VEHICLE PROPERTY DAMAGE WHILE USING THEIR PERSONAL VEHICLE ON DISTRICT BUSINESS.

WHEREAS, it is the policy of Southwest Suburban Sewer District (the "District") to provide vehicles for certain business use, to allow employees to drive on District business, and to reimburse employees for business use of personal vehicles according to the guidelines below.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Southwest Suburban Sewer District, King County, Washington, as follows:

1. Employees operating a District vehicle or their own vehicle for District business must at all times hold a valid Washington State Driver's License. The District reserves the right to periodically verify that an employee holds a valid driver's license and to request from the employee and/or appropriate governing agency a copy of the employee's current driving abstract (Motor Vehicle Report). Employees who drive on District business are required to promptly inform their supervisor of any changes that may affect either their legal ability to drive or their continued insurability.
2. Employees operating their own vehicle for District business must carry automobile liability insurance for bodily injury and property damage per Washington State minimum requirements, as currently set forth in Chapters 46.29 and 46.30 RCW, as may be amended from time to time. Employees should consult with their personal insurance agent to determine whether a special endorsement for Business Use is appropriate or necessary in connection with their use of their personal vehicle for District business. Employee must provide the District with proof of such insurance upon initial employment and/or assumption of driving duties and periodically thereafter, as requested by the District.
3. Employees may not drive any vehicles, personal or District owned, for District business without prior approval of the District Manager or the District Manager's designee.
4. Employees must not drive, and must promptly notify their immediate supervisor and/or request an accommodation, when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of injury, illness, or medication. In the case of medication, an employee

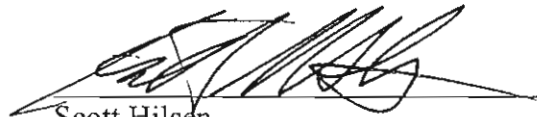
should consult with the employee's medical treatment provider or pharmacist to determine whether the medication may impact or impair the employee's ability to safely operate a vehicle, and must promptly notify their immediate supervisor if the medication impairs the employee's ability to safely drive.

5. District employees who are on call and respond to afterhours call out will report directly to the District and exchange their personal vehicle for a district vehicle before traveling to the call out location.
6. Employees who drive a vehicle on District business must exercise due diligence, drive safely and maintain the security of the vehicle and its contents. Employees are strictly prohibited from using cellular phones while operating a motor vehicle (this includes talking, texting, emailing or surfing the internet). Employees should safely pull over prior to using a cell phone for any purpose.
7. Employees are responsible for any driving infractions or fines as a result of their driving.
8. Non-employee, non-business passengers are prohibited from riding in District vehicles or in the employee's vehicle while on District business without prior approval.
9. Employees who use their personal vehicle for approved business purposes will receive a mileage allowance equal to the Internal Revenue Service optional mileage allowance for such usage. This allowance is to compensate for the cost of gasoline, oil, depreciation and insurance.
10. The District has determined that a reasonable sum to pay for property damages to an employee's vehicle while being used for approved District business is a maximum sum of \$2,500.00 for unintentional accidents. The District shall not pay property damage for an employee's vehicle if the accident is intentional, or under the influence of alcohol or illegal drugs.
11. Any damages recovered within the \$2,500.00 by the employee from his or her insurance company for damages to the vehicle for property damages shall be reimbursed to the District.
12. Employees shall not operate any District vehicle at any time or operate any personal vehicle while on District business while using, consuming or under the influence of alcohol or illegal drugs. The District has a zero tolerance policy prohibiting employees from consuming alcoholic beverages or using illegal drugs while on duty.
13. Employees must report any accident, theft or malicious damage involving a District vehicle to their supervisor, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than forty-eight hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident.

ADOPTED by the Board of Commissioners of Southwest Suburban Sewer District, King County, Washington, at a regular meeting thereof held this 17th day of May, 2011.

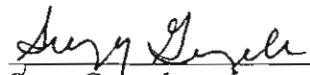
Individual Commissioners
Vote on Resolution

In Favor of: _____
Opposed: _____
Abstained: _____



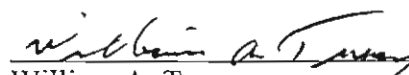
Scott Hilsen
President and Commissioner

In Favor of: _____
Opposed: _____
Abstained: _____



Suzy Genzale
Vice President and Commissioner

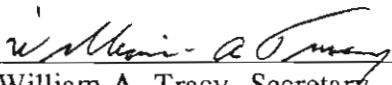
In Favor of: _____
Opposed: _____
Abstained: _____



William A. Tracy
Secretary and Commissioner

CERTIFICATE

I, Scott Hilsen, Secretary of the Board of Commissioners of Southwest Suburban Sewer District, King County, Washington, do hereby certify that the foregoing resolution is a true and correct copy of Resolution No. 2011-04 of such Board, duly adopted at a regular meeting thereof held on the 17th day of May, 2011, signed by the members of such Board in attendance at such meeting and attested by myself in authentication of such adoption.



William A. Tracy, Secretary
Board of Commissioners
Southwest Suburban Sewer District
King County, Washington.