
**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 700.03
EFFECTIVE DATE: 4/93
REVISED: 6/99, 02/06/03,
06/05/03
AUTHORITY: BOG
COUNTY MANAGER: Don Holl
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SUBJECT: USE OF PRIVATE VEHICLES

- I. PROCEDURE/POLICY:** Employees on County business may travel using their private vehicles. An employee using their own vehicle for county business must maintain current registration, license and vehicle insurance.

Employees involved in accidents driving private vehicles while on county business must notify their supervisor as soon as possible. The employee's vehicle insurance policy is the primary coverage for damages to any private vehicle being used while on county business. Reimbursement for use of a private vehicle must meet the requirements of D.C.C. 2.08.010.

- II. RESPONSIBILITY FOR REVIEW:** This policy will be reviewed on an annual basis, by the office of the District Attorney, Douglas County.

6/11/03