

July 2022

**MEMORANDUM**

TO: All YCOE Personnel

FROM: Matthew Juchniewicz  
Director, Support Operations Services

RE: **VEHICLE USE, LIABILITY INSURANCE AND ACCIDENT REPORTING**

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**Use of Personal Vehicles for General Work-Related Activities**

During the course of normal business activities, it may be necessary for employees to drive their personal vehicle for a work-related purpose. The Yolo County Office of Education (YCOE) does not require its employees to do so, however, and it is important for all of us to understand how liability is assumed under these circumstances. It is also important to be aware that **YCOE strongly discourages personnel from driving their own vehicles to transport students. You are only allowed to transport students with PRIOR manager approval.**

According to state law, if an accident occurs while an employee is driving a personal vehicle for a work-related activity, **YCOE is NOT** responsible for damages, medical expenses, or other liability. Instead, the employees own insurance will be held primarily liable for any resulting claims. Should a lawsuit ensue, the employee's insurance will be primarily named as liable.

**ACTION: Every employee who uses their vehicle for any work purpose must complete a *Use of Private Automobiles for Work Related Activities Certification* form AREA 1 (attached) and submit the form to the Support Operations Services Department.**

**Transporting Students**

There are additional issues when transporting students in a privately owned automobile. The likelihood of a lawsuit is greater, the cost of any damages or medical expenses is likely to be higher, and as mentioned in the above paragraph, the employee's insurance will be primarily liable. For these reasons, **YCOE would prefer county vehicles always be used for transporting students.**

If you receive authorization from your supervisor to transport students in your private automobile, you must have insurance with certain minimum coverage amounts:

Bodily Injury: \$100,000 per person/\$300,000 per occurrence  
Property: \$100,000 **or**

Combined Single Limit: \$300,000

**ACTION:** Should you decide to assume responsibility for transporting students in your own vehicle, you must first **receive prior authorization from your supervisor** and ensure that your insurance policy contains the above-mentioned minimums. The *Use of Private Automobiles for Work Related Activities Certification* form must be completed entirely, **including the section on “Transporting Students in a Personal Vehicle” AREA 2**, and submitted to Support Operations Services Department. While you remain actively transporting students in your own vehicle, you must alert the Support Operations Services Department of any significant changes to your insurance policy.

### **How to Reserve a County Vehicle**

**Please note that you are required to have an active driver’s license and no serious driving offenses within the last 3 years\* in order to drive a YCOE vehicle. Notification is required within 30 days of any changes in your driving record. You are also required to take the vehicle training course administered through Support Operation Services.** Vehicle reservations should be made as far in advance as possible.

*Head Start Vehicles (Call (530) 668-3031) housed at:*

- *YCOE, 1280 Santa Anita Court, Suite 140 Woodland*
- *Greengate Center, 285 West Beamer Street, Woodland*
- *Alyce Norman Center, 1200 Anna Street, West Sacramento:*
- *Montgomery Elementary, 1441 Danbury St, Davis*

*Special Education Vehicles (Call (530) 668-3851) housed at:*

- *Greengate School, 285 West Beamer Street, Woodland:*
- *Sol at West Village, 1580 Jade St, Davis*

*Alternative Education Vehicles (Call (530) 668-3089) housed at:*

- *Greengate School, 285 West Beamer Street, Woodland:*

\*YCOE reserves the right to review driver histories for those driving YCOE vehicles and/or transporting students. A list of passengers shall be required.

### **What to do if a Vehicular Accident Occurs**

If an accident should occur while driving a vehicle (county office or personal) on office business, these steps should be taken:

### **If Driving a YCOE (County Owned) Vehicle:**

- Stop at once.
- Provide assistance to any injured party.
- Contact the local police authority.
- Contact your supervisor. Detail any personal injury or extensive property damage.
- Do not discuss the accident with anyone other than the police authority, your employer or a representative of Keenan & Associates (our insurance administrator).
- As soon as possible after the accident, complete a *Keenan & Associates Report of Accident* form (in the glove box of each county vehicle) and forward the completed form to the Administrative Services Department.

### **If Driving Your Personal Vehicle:**

- Stop at once.
- Provide assistance to any injured party.
- Contact the local police authority.
- Contact your supervisor if there is personal injury or extensive property damage.
- Do not discuss the accident with anyone other than the police authority, your employer or a representative of your insurance company.
- As soon as possible after the accident, complete your insurance company's accident report form and forward a copy to the Administrative Services Department. If your insurance carrier does not supply and/or request such a form, please complete a *YCOE Incident Reporting Form* and forward the completed form to the Support Operations Services. (This form is available on YCOE's *Outlook Public Folders* or you may obtain a copy from the Administrative Services Department.)

### **Accident Reporting**

Note that accident reporting forms supplied by our insurance administrator (Keenan & Associates) are kept with a packet of information in the checkout clipboard in each YCOE vehicle. Extra forms are available in Support Operations Services. These forms are to be used for any vehicular accident, including those in a privately owned vehicle. Other forms may be required to meet reporting needs for accidents involving students and/or employees. For further details, notify your Supervisor regarding all accidents and Human Resources Department for assistance involving employees.

### **For Questions or Further Information**

Contact Matthew Juchniewicz at (530) 668-3777 or Le Tauna Westergaard at (530) 668-3708.



# USE OF PRIVATE AUTOMOBILES FOR WORK RELATED ACTIVITIES CERTIFICATION

## AREA 1: Employee Information | Personal Vehicle Information

I hereby certify that I have been notified and understand that according to state law, should an accident occur while operating my **personal vehicle** on behalf of the Yolo County Office of Education ("YCOE"), I am legally liable under my personal insurance coverage for any resulting damages or medical expenses. My insurance will be primary in any suit brought against me as the result of said accident.

Printed Name \_\_\_\_\_ Driver's License Number \_\_\_\_\_  
(as it appears on driver's license)

Year \_\_\_\_\_ Make/Model \_\_\_\_\_ License Plate # \_\_\_\_\_ VIN # \_\_\_\_\_

\_\_\_\_\_  
EMPLOYEE SIGNATURE PROGRAM/SERVICE DATE

\_\_\_\_\_  
SUPERVISOR SIGNATURE PRINTED NAME DATE

## AREA 2: Transporting Students in a Personal Vehicle

YCOE STRONGLY ADVISES THAT YOU USE A COUNTY-OWNED VEHICLE TO TRANSPORT STUDENTS. If a county vehicle is not available and you must use your personal vehicle, the requirements below must be met.

Your Personal Insurance Carrier \_\_\_\_\_ Policy # \_\_\_\_\_

REQUIRED MINIMUM COVERAGE LIMITS IF TRANSPORTING STUDENTS ARE:

Bodily Injury: \$100,000 per person/\$300,000 per occurrence  
Property: \$100,000 **OR**  
Combined Single Limit: \$300,000

I certify that my personal insurance policy contains the above minimum coverage limits.

\_\_\_\_\_  
EMPLOYEE SIGNATURE PROGRAM/SERVICE DATE

Supervisor approval required for employee to transport students in a personal vehicle.

\_\_\_\_\_  
SUPERVISOR SIGNATURE PRINTED NAME DATE

Please return to Support Operations Services