ORANGE COUNTY SOCIAL SERVICES AGENCY

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Subject:	Employee Eligibility To Drive Vehicle On County Business	Number: C 31
Approved:	Signature on file	Date: 07-10-07

POLICY

All SSA employees who drive on County business shall possess a valid California driver's license, appropriately classed for the vehicle operated.

All SSA employees using a personal vehicle in the performance of their regular duties must also maintain public liability and property damage insurance or have shown alternate financial responsibility in accordance with the California Vehicle Code.

Employees who do not meet these standards shall not drive on County business.