

Ione Band of Miwok Indians Tribal Vehicle Policy

Section 1. Purpose and Scope

1.1 Purpose. This policy describes the requirements for the use and management of vehicles owned or leased by the Ione Band of Miwok Indians (“Tribe”).

1.2 Scope. This policy governs the use of all Tribal vehicles. A “Tribal vehicle” is any type of vehicle owned or leased by the Tribe.

Section 2. Authorized Vehicle Use

2.1 Authorized Drivers. Tribal vehicle use is limited to Tribal Council Members and individuals approved by the Tribal Council. Individuals may request authorization for use of a Tribal vehicle by submitting a formal request to the Tribal Council.

2.2 Driver Requirements. All drivers must have a valid driver’s license and be insured under the Tribe’s insurance policy. Prior to use of a Tribal vehicle, all individuals must submit a copy of their driver’s license and Department of Motor Vehicle (“DMV”) driver’s record to the Tribal Administrator.

2.3 Driver Responsibilities. When driving a Tribal vehicle, all drivers must:

- a. Drive safe and sober.
- b. Respect traffic laws and fellow drivers on the roads.
- c. If applicable, wear corrective glasses or contact lenses when driving.
- d. Wear seatbelts while the Tribal vehicle is in use.
- e. Check the Tribal vehicle regularly to ensure gas, tire pressure and all car fluids are at appropriate levels.
- f. Report any damages or problems with a Tribal vehicle to the Tribal Administrator as soon as possible.
- g. Avoid double-parking, blocking entrances and in other traffic violations that may result in fines.
- h. Ensure that all passengers in the vehicle are on official tribal business.
- i. Report any needed vehicle maintenance to the Tribal Administrator.

When driving a Tribal vehicle, drivers are *prohibited* from:

- a. Smoking inside of a Tribal vehicle.

- b. Allowing any unauthorized driver to drive the Tribal vehicle unless an emergency mandates it.
- c. Violating distracted driving laws by using a phone or texting while driving.
- d. Leaving the Tribal vehicle unlocked, unattended or parked in dangerous areas.
- e. Transporting unauthorized passengers who are not on official tribal business.

2.4 Moving Violations. All moving violations committed while in a Tribal vehicle must be reported to the Tribal Administrator within five (5) days of the date of incident. Failure to do so within five (5) days will result in disciplinary action and/or loss of Tribal vehicle privileges. Authorized drivers are responsible for any moving violations, offenses, fines, or tickets received while the vehicle is in the driver's possession. Any tickets received pertaining to the condition of the vehicle (e.g., expired registration, non-functioning lights) will be the responsibility of the Tribe.

2.5 Accidents. If a driver of a Tribal vehicle gets involved in an accident, they must inform the Tribal Administrator immediately. Drivers should follow normal guidelines for exchanging information with other drivers and call local law enforcement if accidents are serious.

2.6 Traffic School. Any driver found to have been either issued a citation for a moving violation while driving a Tribal vehicle or to be at fault in an accident while driving a Tribal vehicle will be required to attend an approved traffic school. All driving privileges may be suspended if this is not completed in a timely manner. Traffic school may be required by the Tribe regardless of the court's decision, and must be completed on the driver's own time and at the driver's own expense.

2.7 Vehicle Mileage Sheet. Any use of a Tribal vehicle must be reflected on a vehicle mileage sheet. Mileage sheets should be available in each vehicle. If a mileage sheet is not available in the vehicle, the driver should request one from administrative staff. The authorized driver is responsible for accurately completing a vehicle mileage sheet after each use. The following information must be included on the vehicle mileage sheet:

- a. Approved drivers name;
- b. Tribal vehicle number;
- c. Odometer reading before use;
- d. Odometer reading when fuel is purchased;
- e. Odometer reading after use; and
- f. Destination and purpose of trip.

Upon return of the vehicle, the authorized driver shall submit a copy of the vehicle mileage sheet along with any fuel receipts to the fiscal department within one (1) business day after each use. Individuals who are assigned a vehicle full-time must submit vehicle mileage

sheets and fuel receipts to the fiscal department at the end of each work week. Fuel receipts that are turned in without a mileage sheet will be charged to the driver.

2.7 Vehicle Fuel Cards. A Tribal administration staff member or other authorized employee will check out fuel cards to authorized drivers; authorized drivers will be responsible for the appropriate use of the fuel card. Fuel cards may only be used for purchasing fuel for Tribal vehicles. All fuel receipts must be accompanied by a completed vehicle mileage sheet.

2.8 Commuting. Use of a Tribal vehicle between home and the office is generally prohibited. An authorized driver may only use a Tribal vehicle for commuting between home and the office after obtaining approval from the Chairperson and/or the Tribal Administrator.

2.9 Storage. Tribal vehicles must be stored at their assigned location unless another location has been approved by the Tribal Administrator and/or Tribal Chairperson (e.g., when departure or return from travel occurs outside of Tribal office hours).

2.10. Long-Term Use. Unless approved by a vote of the General Council, a Tribal vehicle may not be permanently assigned to any one Council Member or authorized driver.

Section 3. Vehicle Ownership and Maintenance

3.1 Form of Ownership. The Tribal Council shall determine the most cost-effective method of ownership for each Tribal vehicle, including deciding whether to acquire the vehicle through a purchase or lease. Tribal Council determinations shall be based on quantitative financial analysis, cash flow considerations, and relevant funding source considerations.

3.2 Registration. All vehicles purchased or leased by the Tribe must be registered with the Tribe as the registered owner and, when necessary, the lien holder as the legal owner. All vehicles purchased or leased under grant funds will be used only for the purpose for which the vehicle was granted. Such purpose will be described in the project's grant application, except where the purpose has been modified by agreement with funding sources.

3.3 Insurance. All vehicles purchased or leased by the Tribe shall be insured at all times by no less than the minimum insurance required by law.

3.4 Assigned Location. All Tribal vehicles will be stored on Tribal property. Exceptions may be made on a case-by-case basis.

3.4 Vehicle Maintenance and Repair. The Tribe will be responsible for the proper use and maintenance of all vehicles. Should a Tribal vehicle require maintenance or repairs, approved expenses will be reimbursed upon approval by the Chairperson or Tribal Administrator. These expenses will be reimbursed when a purchase requisition and receipt are submitted no later than five (5) days after the purchase.

3.5 Tribal Administration Responsibilities. The Tribal Administration is responsible for:

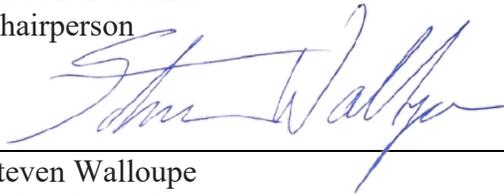
- a. Scheduling use of all Tribal vehicles;
- b. Reporting any vehicle-related problems to the Tribal Administrator;
- c. Ensuring all vehicles are clean and properly maintained;
- d. Ensuring mileage logs are reviewed and reconciled bi-weekly.

C E R T I F I C A T I O N

We, the undersigned duly elected officials of the Ione Band of Miwok Indians, certify that the foregoing Ione Band of Miwok Indians Tribal Vehicle Policy was adopted at a duly-called meeting of the General Council on this 11th day of February, 2023, at which a quorum was present, by a vote of 55 for, 0 against, and 0 abstentions.

By: 

Sara A. Dutschke
Chairperson

By: 

Steven Walloupe
Tribal Council Secretary