

**May 11, 2010****SUBJECT:****ORIGINATING DEPARTMENT:****Personal Vehicle Damage Compensation****Human Resources****Page 1 of 1****POLICY:**

During a declared emergency activation or storm related event there may be occasion when a County employee or volunteer is required to utilize their personal vehicle to perform assigned duties at a County location. If an employee is required to park their personal vehicle at a designated location and subsequently that vehicle is damaged by natural causes or an Act of God, compensation by the County may be warranted.

**PROCEDURE:**

If a personal vehicle is damaged, the employee/volunteer must call Risk Management immediately and complete a County incident report, submitting the form to the County Risk Manager within 48 hours. The County Risk Manager will review the incident report and conduct an investigation. When the review/investigation is complete, the Risk Manager may request authorization from the County Administrator for reimbursement to offset the insurance policy deductible or the cost of repairs if not covered by insurance. Compensation shall be determined by the Risk Manager and County Administration but shall not exceed \$1,000.

This policy does not cover damage resulting from a vehicle accident while responding to an emergency or during normal driving situations.