



**SAN BERNARDINO COUNTY
POLICY MANUAL**

No. 08-01

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EFFECTIVE DATE August 18, 2026

**POLICY: TRAVEL RESTRICTIONS FOR
CONTINUITY OF OPERATIONS**

APPROVED

DAWN ROWE
Chairman, Board of Supervisors

POLICY STATEMENT AND PURPOSE

It is the policy of the Board of Supervisors that in certain circumstances County Travelers attending the same venue or event on County Business should use different vehicles or carriers in order to safeguard against injuries that could affect the continuity of government operations.

DEPARTMENTS AFFECTED

Board of Supervisors, all County Agencies, Departments, Board-Governed Special Districts, Board-Governed Entities.

DEFINITIONS

County Business: Any activity directly related to the ordinary, necessary and required purposes and functions of the County.

County Traveler: Any of the following individuals traveling on County Business: County employee (including contract employees), Board-Governed Special District employee, County board/commission/committee member/trustee, or volunteer; and to the extent possible and feasible, witnesses, in-custody persons, patients, and authorized contractors or consultants who pursuant to a contract for services is traveling at the expense of the County. County Traveler does not include individuals who travel for any public entity that is not governed by the Board of Supervisors and where travel costs are paid for by that public entity.

Work Group: A defined project team that is Countywide in nature.

POLICY AMPLIFICATION

To ensure that the continuity of government operations is not jeopardized by multiple injuries or fatalities to County Travelers traveling together on County Business:

1. No more than two members of the Board of Supervisors shall travel together in any vehicle or common carrier.
2. Department Heads and Assistant Department Heads or their immediate subordinates are strongly discouraged from traveling together in any vehicle or common carrier.
3. No more than 25% of the employees within any agency, department, division, Work Group or Special District shall travel together in a vehicle or common carrier.

EXCEPTIONS

None

LEAD ENTITY

County Administrative Office

APPROVAL HISTORY

Adopted November 27, 2001 (Item No. 37)

Amended June 23, 2015 (Item No. 37); August 18, 2026 (Item No. XX)

REVIEW DATES

August 2031