



**SAN BERNARDINO COUNTY  
POLICY MANUAL**

**No. 08-03**

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**EFFECTIVE DATE** August 18, 2026

**POLICY: MODES OF TRANSPORTATION WHILE  
TRAVELING ON COUNTY BUSINESS**

**APPROVED**

DAWN ROWE  
Chair, Board of Supervisors

**POLICY STATEMENT AND PURPOSE**

It is the policy of the Board of Supervisors (Board) to arrange transportation while traveling on County Business in the most efficient and cost-effective manner, through uniform procedures that provide internal controls and balance the travel requirements of County operations and the County Traveler(s).

**DEPARTMENTS AFFECTED**

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

**DEFINITIONS**

Appointing Authority: The executive or administrative head of a department, division or agency.

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.

**POLICY AMPLIFICATION**

When traveling on County Business the general rule for selection of a mode of transportation is that mode which represents the lowest expense to the County. County Travelers are responsible for knowing how applicable policies, standard practices, Memoranda of Understanding, County Code, or other specified agreements or procedures impact the determination of the lowest expense to the County or eligibility for reimbursement for costs incurred while traveling on County Business.

The following shall govern the use of privately owned vehicles, rental vehicles, County-owned vehicles, County-owned aircraft and other modes of transportation when traveling on official County Business:

**1. Privately owned vehicles**

- a. County Travelers authorized to use private vehicles on County Business shall possess a valid Driver's License.
- b. Private vehicles used on County Business shall be covered by vehicle liability insurance at least equal to the minimum requirements of the California Insurance Code Section 11580.1(b) and shall be properly registered with the State Department of Motor Vehicles.
- c. Employees who do not meet these requirements shall not be permitted to use private vehicles on County Business until such requirements are met.

**2. Rental vehicles** – County Travelers may be authorized by the Appointing Authority to use rental vehicles (including ride-sharing services) in the conduct of County Business.

**3. County-owned vehicles** – Departments and County Travelers shall comply with County Policy No. 08-03, the associated Standard Practice and procedures that reasonably, efficiently and economically control the use of County-owned vehicles.

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4. **County-owned aircraft** – County-owned aircraft, operated by the County Sheriff, may be utilized for travel on County Business whenever available and after determination has been made as to whether the use of the aircraft is fiscally appropriate. The Chief Executive Officer and County Sheriff shall be consulted in instances where a disagreement exists between County Departments concerning the appropriateness of a County Traveler's use of County aircraft.
5. **Other modes of transportation** – When utilizing modes of transportation not identified in Nos. 1 through 4, Departments and County Travelers shall practice efficient use of County resources and strengthen internal controls by following the established uniform travel procedures adopted by the Chief Executive Officer. Transportation shall be arranged in accordance with applicable policies, standard practices, Memoranda of Understanding, County Code, or other specified agreements or procedures.

Travel, including out-of-country travel not approved in accordance with County Policy No. 08-04 or other County policies, may render all related expenses ineligible for County payment or reimbursement.

**LEAD DEPARTMENT**

County Administrative Office

**APPROVAL HISTORY**

**Adopted** June 23, 2015 (Item No. 37)

**Amended** March 20, 2018 (Item No. 22); August 18, 2026 (Item No. XX)

**REVIEW DATES**

August 2031