

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 8/12/2026

Staff Report No. 26-305

TO: AC Transit Board of Directors
FROM: Salvador Llamas, General Manager/Chief Executive Officer
SUBJECT: Board Policy 438 Vehicle Use Policy

ACTION ITEM

AGENDA PLANNING REQUEST: ☒

RECOMMENDED ACTION(S):

Consider approving amendments to Board Policy 438 - Vehicle Use Policy. [Requested by Director Walsh - 7/9/25]

Staff Contact:
Aaron Vogel, Chief Operating Officer

STRATEGIC IMPORTANCE:

Goal - Safe and Secure Operations
Initiative - Service Quality

The purpose of this policy is to establish the overall policies associated with non-revenue and privately-owned vehicle use.

BUDGETARY/FISCAL IMPACT:

There is no direct fiscal impact from any changes to this policy.

BACKGROUND/RATIONALE:

Board Policy 438 was last updated on May 25, 2022, for non-substantive amendments. An Agenda Planning request dated July 9, 2025, provided directions to improve the clarity in reporting, take home vehicle assignments, fleet size, and purpose. It was also recommended for staff to refer to the "Best Practices for Take Home Vehicle Programs from the State of Washington". Based on the review completed, the following three sections received substantive amendments:

- Section III. Definitions
- Section V.A.3 Assigned Take Home Vehicles
- Section V.B Periodic Reporting

Staff took this opportunity to streamline the policy by removing redundant information provided in

Administrative Regulation No. 438A and adding recommendations from the board. The recommended amendments to the existing policy are shown in Attachment 1.

ADVANTAGES/DISADVANTAGES:

The advantage to approving the revised policy is that it provides clarity to various sections within the Policy.

Staff have not identified any disadvantages to updating the policy.

ALTERNATIVES ANALYSIS:

Staff found no practical alternatives to the course of action recommended in this report.

PRIOR RELEVANT BOARD ACTION/POLICIES:

SR 16-219b Board Policy 438 - Vehicle Use
SR 22-294 Board Policy 438 - Vehicle Use Policy

ATTACHMENTS:

1. Board Policy No. 438 with recommended amendments
2. Agenda Planning Request from Director Walsh

Prepared by:

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In Collaboration with:

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Approved/Reviewed by:

Cecil Blandon, Director of Maintenance
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