SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE

Inter-Bureau Procedure #98-05-51 Use of Public Carriers for County Business

Authority: Raymond B. Wingerd, Chief Probation Officer
San Bernardino County Travel Code

Narrative Statement:
On occasion it becomes necessary for the Department to use public carriers for County/Department business which includes but not limited to buses, trains, airplanes (scheduled and chartered) and steamships.

Transportation of Probation Officer or Court Wards by public carrier must have the approval of the Division Director when public funds are expended.

Transportation of County employees by public carrier on County business is discouraged.

1. Exceptionally long trips may require the use of public carrier in the interest of expediency.
2. Use of public carrier at public (County) expense will always be at the most inexpensive rate.
   Example: Air Coach class.

Autos may be rented only on those occasions approved by the Division Director. The car will be reserved in advance.

1. Non-availability of other public transportation will be the important factor considered.
2. The rental charge will be made directly to the Probation Department, San Bernardino County.

Issued by: P. Joseph Lenz, Deputy Chief Probation Officer
Date: May 29, 1998
Revised:
Policy Reference(s): 3 and 9