

## TOWN OF EDGARTOWN Vehicle Use Policy

For the purposes of this policy "Town vehicles" includes all automobiles, trucks, heavy equipment, boats, and 4-traks.

This policy is to set forth the guidelines under which Town vehicles will be authorized to Town personnel and the guidelines under which Town vehicles may be used.

The provisions of this policy apply to all general government employees, excluding the Police Chief and the Fire Chief. Employees whose employment is regulated by collective bargaining agreements are subject only to those provisions not specifically regulated by agreement.

It is the policy of the Town that certain positions require employee access to municipal vehicles, either during the work shift or on a 24-hour on-call basis. Town vehicles are not personal vehicles and are not for personal use. Town vehicles should be viewed as belonging to the citizens of the Town and are assigned solely for the purposes consistent with providing services to those citizens.

The assignment of municipal vehicles during work time is based upon job description. Appointing authorities who have municipal vehicles available for this purpose may assign such vehicles in a manner consistent with departmental workload and employee function. The assignment of vehicles may be rescinded at any time by the Department Head and/or Town Administrator.

The assignment of vehicles for 24-hour use will be made in writing by the Department Head and/or Town Administrator, and will only be considered for employees who require a vehicle for the ordinary and necessary discharge of their job functions. Criteria which will be used in the determination of eligibility for 24-hour vehicle use include:

- Officially designated on-call status;
- Requirement for frequent emergency availability;
- Issuance of a pager or other communication device;
- Emergency or other equipment contained in the vehicle; and/or
- No town facility is available for garaging in a safe and convenient location.

Vehicle use is limited to travel to and from the residence and place of work. The vehicle should not be utilized for travel outside a direct commuting route for personal reasons. Whenever a position becomes vacant, the authorization for 24-hour use shall be re-evaluated.

Employees' assigned municipal vehicles on a 24-hour basis will be given a copy of this policy and will be required to sign a confirmation receipt.

#### Rules Governing Use.

1. Municipal vehicles must have the Town seal affixed on the drivers and passenger side doors, and may only be used for legitimate municipal business.
2. Municipal vehicles will not be used to transport passengers who are not directly or indirectly related to municipal business. Passengers shall be limited to Town employees and individuals who are directly associated with Town work activity (committee members, consultants, contractors, etc.). Family members shall not be transported in Town vehicles.
3. Vehicles should contain only those items for which the vehicle is designed. The Town shall not be liable for the loss or damage of any personal property transported in the vehicle.
4. Employees are expected to keep municipal vehicles clean, and to report any malfunction or damage to their supervisor immediately.
5. Employees assigned vehicles for commuting purposes are expected to park such vehicles in safe locations.



6. Employees must wear seatbelts in vehicles so equipped during operation of the vehicle.

7. Employees may not operate municipal vehicles under the influence of alcohol, illegal drugs, or prescription drugs or medications which may interfere with effective and safe operation.

8. Employees who operate municipal vehicles must have a valid motor vehicle license issued by the state of their current residence and may be required to provide proof of valid motor vehicle license once every six (6) months.

9. Employees driving municipal vehicles shall obey all applicable traffic and parking regulations, ordinances, and laws.

a) Employees who incur parking or other fines in municipal vehicles will generally be personally responsible for payment of such fines unless the payment of such fines by the town is approved by the Town Administrator.

b) Employees who are issued citations for any offense while using a municipal vehicle must notify their supervisor immediately when practicable, but in no case later than 24 hours. Failure to provide such notice may be grounds for disciplinary action.

c) An employee who is assigned a municipal vehicle and who is arrested for or charged with a motor vehicle offense for which the punishment includes suspension or revocation of the motor vehicle license, whether in his or her personal vehicle or in a municipal vehicle, must notify his or her supervisor immediately when practicable, but in no case later than 24 hours. Conviction for such an offense may be grounds for loss of municipal vehicle privileges and/or further disciplinary action.

10. No employee may use a municipal vehicle for off island use without advance approval of the Department Head and/or Town Administrator.

11. Whenever a municipal vehicle is involved in an accident, or subject to damage, or in the event an employee's personal vehicle is damaged during an approved, work-related trip, the employee operating the vehicle is required to immediately notify his/her immediate supervisor. When the estimated damage exceeds \$1000.00, an Accident/Incident Report shall be filed with the Edgartown Police Department.

#### Expense Reimbursement-Personal Vehicles

When an employee is authorized to use a personal automobile for work-related travel, he/she shall be reimbursed at a rate established by the Board of Selectmen.

- a. The mileage rate is intended to include the costs of gasoline; repairs, insurance, and general wear and tear on the automobile.
- b. In addition to the mileage rate, the Town will reimburse employees authorized to travel off island, driving personal or municipal vehicles, for tolls and reasonable parking expenses, when receipts are provided.
- c. The Town reserves the right to require employees who are reimbursed for work-related travel, to show proof of automobile insurance.
- d. In order to be reimbursed for personal automobile use, employees shall complete the Mileage or Travel Reimbursement Forms, which can be downloaded on your computer. This form should be submitted to the Department Head for approval prior to submission to the Town Accountant for payment.

#### Special Circumstances

This policy is intended to provide a basic framework governing the use of personal and municipal vehicles in the Town of Edgartown, and, as such, cannot contain procedures governing every situation that might arise. Employees seeking clarification of or exemption from the provisions of this policy must contact their Department Head and the Town Administrator for clarification and authorization of exceptions to the policy under mitigating circumstances.

Failure to comply with any and all provisions of this policy may result in disciplinary action up to and including removal of Town vehicle privileges, suspension, and/or termination of Town services.

All Employees will be given a copy of this policy and will be required to sign a confirmation receipt.

Violations of this policy may result in disciplinary action.

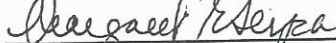
The Board of Selectmen voted to adopt this policy on January 12, 2009. It takes effect immediately.



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Arthur Smadbeck



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Michael J. Donaroma



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Margaret E. Serpa

**BOARD OF SELECTMEN**