

## **POLICY CONCERNING USE OF TOWN VEHICLES**

The following general guidelines are to be followed regarding the use of Town owned vehicles. For any clarification of these guidelines contact the Selectmen's Office.

1. Department heads shall be responsible for assignment of vehicles within the department. This assignment may be delegated as necessary for the efficient operation of the department but the Department head shall remain responsible for all vehicles within the department.
2. All employees assigned to operate a Town vehicle shall possess a valid Massachusetts Operator's certificate appropriate for the vehicle being operated. Both the operator and the department head are jointly responsible for observing this requirement.
3. Vehicles shall not be operated in an unsafe manner. Any unsafe conditions observed on the vehicle by the operator shall be reported to the operator's immediate supervisor who shall take appropriate steps to correct the condition.
4. All accidents, regardless of fault, are to be reported immediately to the operator's immediate supervisor. A written report concerning the incident shall be submitted to the department head on the same day signed by the operator, except that in the case of personal injury to the operator the report shall be submitted as soon as possible. Copies of the report shall be filed with the local police department and the Selectmen's Office (for insurance purposes). In the case of personal injury a First Report of Injury form shall be completed and forwarded to the Selectmen's Office.
5. Vehicles are to be used only for purposes related to the operation of the department and/or in connection with the responsibilities of the individual to whom a vehicle is assigned.
6. Department heads may be permitted to have personal custody of a Town vehicle in going between his/her home and work with the approval of the appointing authority. The Department head shall be responsible for securing the vehicle at all times while in his/her custody and shall

exercise care that the vehicle is used only for official business and shall not permit its use by or for any other persons. When the department head takes a vacation or is otherwise absent for an extended period of time the vehicle shall be left at a convenient location in the Town with the keys accessible at the department's office.

7. All Town vehicles shall be clearly marked and identified as such with the exception of unmarked police cruisers designated by the Chief of Police.

8. Smoking is not allowed in Town vehicles. Personal hand held communications devices may not be used while operating a Town vehicle.

9. Assignment of department vehicles to be taken home by an employee who is on call and expected to respond immediately when needed may be made only by the department head as appropriate and with the same restrictions set forth above.

10. Copies of information regarding the personal income tax and retirement benefit consequences of use of a Town vehicle are attached.

I hereby acknowledge receipt of a copy of the Policy Concerning Use of Town Vehicles and attached information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

AMENDMENT NUMBER ONE TO TOWN VEHICLE POLICY

Adopted by the Board of Selectmen on September 24, 1984

All Town vehicles shall be clearly marked and identified as such with the exception of an unmarked police cruiser designated by the Chief of Police.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_