



TOWN OF TOWNSEND VEHICLE ASSIGNMENT POLICY

Policy #4-05 Vehicle Assignment Policy

The purpose of 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. Employees whose employment is regulated by collective bargaining agreements or personal contract 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 The assignment of vehicles may be rescinded at any time by the Board of Selectmen.

The assignment of vehicles for 24-hour use will be made in writing by the 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;
- 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 be driven over the most direct route taking into account road and traffic conditions. 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.

Employees authorized to commute in a Town vehicle may be subject to imputed income tax regulations as set forth by the Internal Revenue Service, which considers a certain portion of the vehicle use (namely the commute) to be income for the purposes of income taxation. On December 1st of each year, the Treasurer/Collector shall be responsible for determining any tax liability and will be provided with the names of all employees authorized to use Town vehicles for commuting purposes, and the normal, one-way commuting distance. Employees who are assigned marked and unmarked police vehicles, and/or marked municipal vehicles carrying tools and meeting certain other eligibility criteria will not be subject to imputed income taxation as a result of the vehicle assignment.

Rules Governing Use:

1. 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.
2. 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.
3. Employees are expected to keep municipal vehicles clean, and to report any malfunction or damage to their supervisor immediately.
4. Employees assigned vehicles for commuting purposes are expected to park such vehicles in safe locations.
5. Employees must wear seatbelts in vehicles so equipped during operation of the vehicle.
6. 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.
7. 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.
8. 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 Board of Selectmen.
 - 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.
9. No employee may use a municipal vehicle for out of state use without advance approval of the Town Administrator.

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Mileage Reports

Employees using a municipal vehicle will be required to keep track of business miles with an Assigned Vehicle Log Form. The mileage log will contain the following information:

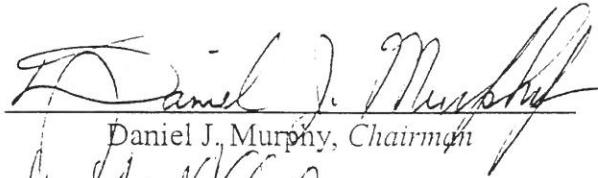
Date	Business Purpose
Mileage	Personal Use Miles
Starting location	
Destination	

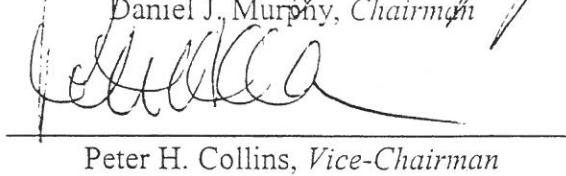
On a monthly basis the employee will be required to submit the mileage log form to the Board of Selectmen's Office.

Mileage reports must be kept up-to-date and maintained by the employee. Failure to submit a report and maintain logs in a timely manner may result in the loss of vehicle privileges.

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

Adopted by the Board of Selectmen on October 25, 2005
THE TOWNSEND BOARD OF SELECTMEN


Daniel J. Murphy, *Chairman*


Peter H. Collins, *Vice-Chairman*


Robert Plamondon, *Clerk*