

Vehicle Use Policy

The purpose of this policy is to set forth the guidelines under which municipal vehicles will be authorized to township personnel and the guidelines under which municipal vehicles may be used.

It is the policy of the township that certain positions require employee access to municipal vehicles, either during the work shift or on a 24-hour on-call basis. Municipal vehicles are not personal vehicles and are not for personal use. Municipal vehicles should be viewed as belonging to the citizens of the township 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 township 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 The assignment of vehicles may be rescinded at any time by the township manager.

The assignment of vehicles for 24-hour use will be made in writing by the township manager, 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;
- Emergency or other equipment contained in the vehicle; and/or
- No municipal 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 municipal 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 municipal 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 township employees and individuals who are directly associated with municipal work activity (committee members, consultants, contractors, etc.). Family members shall not be transported in Municipal vehicles.

2. Vehicles should contain only those items for which the vehicle is designed. The township 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 unless approved by the Municipal 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 48 hours. Failure to provide such notice may be grounds for disciplinary action.
- c) An employee who is assigned a township 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 48 hours. Conviction for such an offense may be grounds for loss of township 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 township manager..

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

Employee Signature

Date

Administration Signature

Date