

# **Appendix 18**

## **TOWN OF ROWLEY VEHICLE USE POLICY**

### **I. PURPOSE**

This Policy sets forth the guidelines for the authorized use of Town vehicles.

### **II. APPLICATION**

This Policy applies to all employees of the Town of Rowley. Employees whose employment is governed by a collective bargaining agreement are subject only to those provisions of this Policy not specifically regulated by law or agreement.

### **III. POLICY**

It is the Policy of the Town that certain positions require access to municipal vehicles, either during the work shift or on a 24-hour basis, and that these vehicles shall only be used for Town business.

### **IV. PROCEDURES**

- A. Municipal vehicles may only be used for legitimate municipal business. Municipal vehicles include all automobiles, trucks, vans, or other self-propelled equipment owned, rented, or leased by the Town and approved for travel on a public way.
- B. Municipal vehicles shall not be used to transport any individual who is 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 or private citizens shall not be transported in Town vehicles.
- C. The Town shall not be liable for the loss or damage of any personal property stored or transported in the vehicle.
- D. Employees are expected to keep municipal vehicles clean, and to immediately report any malfunction or damage to their supervisors.
- E. Employees must wear seatbelts in vehicles so equipped during operation of the vehicle.
- F. Employees may not operate municipal vehicles under the influence of alcohol, illegal drugs, marijuana, or prescription drugs or medications which may interfere with effective and safe operation. Employees may not store or transport alcohol, illegal drugs, marijuana, or prescription drugs or medication in municipal vehicles, unless authorized by Town Administrator.

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- G. Employees who operate municipal vehicles must have a valid motor vehicle license issued by the state of their current residence. As part of a pre-employment screening, or prior to new use of a municipal vehicle, employees must provide a copy of their motor vehicle record from the Registry of Motor Vehicles to be reviewed by the Personnel Department/Department Head. Annually, the employee's Supervisor/Department Head will:
- a. require employee to provide proof of their valid motor vehicle license
  - b. require current employee driving record from the Registry of Motor Vehicles
- H. Employees driving municipal vehicles shall obey all applicable traffic and parking regulations, ordinances, and laws.
- i) Employees who incur parking or other fines while using municipal vehicles shall be personally responsible for payment of such fines unless the payment of such fines by the Town is approved by the Town Administrator.
  - ii). 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, up to and including termination.
  - ii) 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 employee's 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, up to and including termination.
  - iii) No employee may use a municipal vehicle for out-of-state use without advance approval of the Town Administrator.
  - iv) Employees required to use a personal vehicle to conduct Town business may be required to show proof of minimum level of insurance coverage. All of the above provisions relative to the use of Town vehicles apply equally to employees' use of personal vehicles while conducting official business.
  - v) Employees operating a municipal vehicle are prohibited from using any electronic devices, including mobile telephones, unless the device is used in hands-free mode.

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- I. Should the Town's insurer determine that an employee is "uninsurable," or otherwise refuses to insure an employee while driving a Town vehicle, the employee may be reassigned, and/or subject to disciplinary action, up to and including termination.
- J. Employees who are involved in an accident while operating a municipal vehicle may be required to undergo a drug and/or fitness for duty examination, in appropriate circumstances.

### V. SANCTIONS

Violations of any and all provisions of this Policy may result in disciplinary action, up to and including termination from employment.

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## **VEHICLE USE POLICY**

This acknowledges that I have received and reviewed the Town of Rowley Vehicle Use Policy ("Policy"). By signing this form, I agree to abide by the Policy and any Guidelines promulgated thereunder, and I agree to periodically review any changes or modifications. I recognize that the law and associated Policy regarding use of municipal vehicle may be amended from time to time, and understand that my regular review of this Policy may be required.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***To be included in employee's personnel file.***