



# Town of Castleton

## Vehicle Use Policy

### 1. Purpose

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. These vehicles are maintained, owned, and insured by the Town for the purpose of usage by the Town personnel to conduct their duties in an official manner.

### 2. Policy Applications

The Town Manager is responsible for implementing and adherence of this policy, department heads may be designated to ensure their respected departments are monitoring and are in compliance with this policy. The provisions of this policy apply to all Town government employees or specific elected officials. Employees whose employment is regulated by collective bargaining agreements and/or contracts are subject only to those provisions not specifically regulated by such 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 Castleton and are assigned solely for the purposes consistent with providing services to those citizens.

### 3. Assignment

The assignment of municipal vehicles during work time is based on job description. Department heads who have municipal vehicles available for this purpose may assign such vehicles in a manner consistent with departmental workload and employee function. All use, maintenance record keeping procedures and documentation shall be adhered to. The assignment of vehicles may be changed or rescinded at any time by the Town Manager.

The assignment of vehicles will 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 the 24 hour vehicle use include:

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

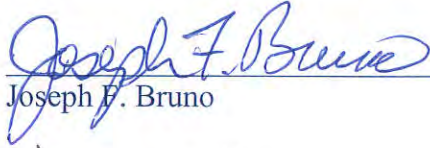
### **Rules Governing Use:**

1. Municipal vehicles must have municipal red registration plates and/or Town insignia representation on the vehicle and may only be used for municipal business.
2. Municipal vehicles will not be used to transport passengers who are not directly or indirectly related to municipal business.
3. Vehicles should contain only those items for which the vehicle is designed. The Town shall not be liable for the loss of personal property unless the property is used for municipal business, for example: department equipment or tools used for services
4. Employees are expected to keep municipal vehicles clean, and to report any malfunction or damage to their supervisor immediately or in a timely manner in writing.
5. Employees must wear seatbelts in vehicles so equipped during operation of the vehicle. No smoking and/or tobacco products may be used.
6. Employees shall 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 and appropriate motor vehicle license issued by the state of their current residence.
8. Employees driving municipal vehicles shall obey all applicable traffic and parking regulations, ordinances, and laws.
9. Employees who incur parking or other fines in municipal vehicles will be responsible for payment or such fines unless the payment of such fines by the Town is approved by the Town Manager.
10. Employees who are arrested for or charged with a motor vehicle offense for which the punishment includes suspension or revocation of a motor vehicle license must notify his or her supervisor immediately in writing within 24 hours.
11. Conviction for such an offense may be grounds for loss of municipal vehicle privileges and/or further disciplinary action.

Failure to comply with any and all provisions of this policy may result in disciplinary action.

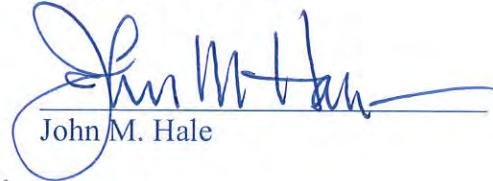
ADOPTED is 27<sup>th</sup> day of April 2015:

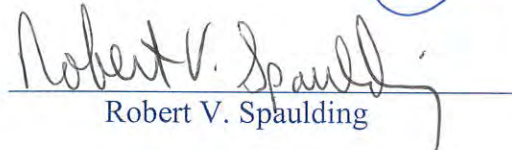
The Town of Castleton Select Board,

  
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Joseph F. Bruno

  
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Richard A. Combs

  
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James P. Leamy

  
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John M. Hale

  
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Robert V. Spaulding