

POLICY OF THE BOARD OF SELECTMEN
MUNICIPAL VEHICLE POLICY AND PROCEDURE

Effective Date: _____

GENERAL PROVISIONS

A. Purpose

The purpose of this policy is to set forth guidelines under which Town vehicles will be authorized for use by Town personnel and the conditions under which Town vehicles may be used. The provisions of this policy apply to all Municipal employees to the extent allowable by law, excluding certain public safety positions to be designated by the Town Manager. Employees whose employment is regulated by collective bargaining agreement are subject only to those provisions of this policy not specifically regulated by Agreement.

It is the policy of the Town that certain activities/functions required of employees in the normal course of carrying out their job duties require employee access to municipal vehicles, either during the work shift or on a 24-hour call basis. Town vehicles are not personal vehicles and are not to be used for non-work related activities. Town vehicles should be viewed as belonging to the citizens of Uxbridge and are assigned solely for purposes consistent with providing services to those citizens.

PROCEDURE

A. Parking of Vehicles

All municipal vehicles, except those authorized for twenty-four (24) hour use, shall be parked at the end of each day in the appropriate parking lot for the Department. No vehicles, except those authorized by the Town Manager for twenty-four (24) hour use, are to be taken home at the end of the workday.

B. Assignment of Municipal Vehicles

The assignment of municipal vehicles during work time use shall be made by Department Heads and be based on job description and responsibilities. Department Heads who have municipal vehicles available for this purpose may assign such vehicles in a manner consistent with departmental workload and employee function. Department Heads are responsible for the vehicle use, maintenance, including cleanliness, and storage of all vehicles within their respective Departments. Department Heads shall ensure that vehicles are routinely washed, the interior cleaned, and that the preventive maintenance schedule is observed. Department Heads are responsible to the Town Manager for a full accounting of all municipal vehicles usage on a monthly basis. The assignment of vehicles may be rescinded at any time by the Town Manager.

If a Town vehicle is not available for use, an employee may request to use his or her personal vehicle, and such requires prior written approval by the Department Head. Employees will not be reimbursed for personal vehicle use for Town business without advance approval of the Department Head.

The use of all vehicles assigned to the Fire and Police Departments is administered by the Fire and Police Chiefs in accordance with the provisions of G.L. c. 48, §42 and G.L. c. 41, §97A.

C. Assignment of Municipal Vehicles for 24 Hour Use (Non Police and Fire Personnel)

1. The assignment of vehicles for twenty-four (24) hour use will be made in writing by the Town Manager. Criteria, which will be used in the determination of eligibility for 24-hour vehicle use, will include, but not be limited to:
 - One officially designated on-call status or first responder from the Highway Department, Water Department, and the Sewer Department;
 - Issuance of a pager or other communication device for on-call; and/or
 - Emergency or other equipment contained in the vehicle.

The assignment of vehicles may be reviewed and/or rescinded at any time by the Town Manager, and reasonable notice shall be provided.

2. When commuting, 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 personal errand or activities during the commuting time.
3. Employee assigned municipal vehicles on a twenty-four (24) hour basis will be required to sign an acknowledgment or receipt and understanding of the provisions of this policy.

D. Operation and Maintenance of Vehicles

All employees are required to adhere to the following minimum rules of operation of municipal vehicles:

1. Speed Limits: Strictly observed, excepting emergency vehicles.
2. Use of Safety Restraints: Seat belts, shoulder harness, and other restraints shall be worn at all times vehicle is in motion, by driver and all passengers.
3. Rules of the Road: All traffic, driving and road regulations are to be strictly observed. Courtesy is to be extended to all entering and exiting traffic whenever vehicle is operated within the Town of Uxbridge.
4. No smoking or use of Controlled Substances: Smoking, alcohol, illegal drugs, or prescription medication which may interfere with effective and safe operation are strictly prohibited.
5. Maintenance responsibilities will be assigned to the Department Head, and shall include the utilization records, maintenance and repairs logs. The Department of Public Works shall oversee all vehicle use and maintenance records and reports.
6. No talking on cell phones while driving Town vehicles. Employee must exit the roadway to use cell phones. (Use of cell phones is addressed in a separate policy).
7. Department heads will ensure all vehicles display a permanent decal of the Town Seal.

E. General Vehicle Use Regulations

Municipal vehicles may only be used for legitimate municipal business. Vehicles shall not be utilized for personal errands or activities at any time.

1. Municipal vehicles will 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 shall not be transported in Town vehicles.
2. Employees who operate municipal vehicles shall have a valid motor vehicle operator's license and of the class required for the specific vehicle being

operated. Employees shall be responsible for keeping such license active, and required to provide proof of valid operator's license on an annual basis.

3. 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.
4. Employees are expected to keep municipal vehicles clean, and to immediately report to their supervisor any malfunction or damage.
5. Employees assigned vehicles for twenty four hour (24) use are expected to park such vehicles in safe locations, preferably in a secured or garaged location. Employees shall notify the Town Manager's Office of the address of the garage.
6. Employees who incur parking or other fines in municipal vehicles will be personally responsible for payment of such fine.
7. 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 twenty-four (24) hours, or the immediate next business day. Failure to provide such notice will be grounds for disciplinary action in accordance with section K of this policy.
8. 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/her personal vehicle or in a municipal vehicle, shall notify his/her supervisor immediately when practicable, but in no case later than twenty-four (24) hours or the immediate next business day. Failure to provide such notice may be grounds for loss of municipal vehicle privileges and/or further disciplinary action. The Town reserves its rights to pursue an administrative investigation of the offense, for which an outcome may include but not be limited to disciplinary action or termination.
9. No employee may use a municipal vehicle for travel beyond fifty (50) miles and/or for overnight travel without the advance written approval of the Town Manager or his/her designee.
10. All new employees must allow a motor vehicle record check prior to driving any Town owned vehicle. The record check will be done every year thereafter. An adverse drug or alcohol record, regardless of what vehicle it occurred in may result in revocation of an employee's privilege to operate municipal vehicle. If operating a municipal vehicle is an essential job function, reclassification or termination could result.

11. Under NO circumstances will any person ride in the body of a truck, or in a trailer or bucket of a loader or backhoe.

F. Reporting of Accidents

Whenever a municipal vehicle is involved in an accident, or subject to damage, or in the event an employee's personal vehicle is damaged during an approved, work-related trip, the employee operating the vehicle is required to immediately notify his/her immediate supervisor, and file a report in the office of the Town Manager. The local police department should respond to all accidents involving municipal vehicles and an Accident/Incident Report shall be filed with the Uxbridge Police Department when the estimated damage exceeds \$1000.00.

G. Registering and Insuring a Vehicle

The Department of Public Works shall coordinate all vehicle registrations, renewals, trade-ins, insuring and purchases.

H. IRS Regulations for Use of Municipal Vehicles:

Employees authorized to commute in a Town vehicle may be subject to imputed income 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. The Finance Department 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, each by December 1.

Employees who drive marked or unmarked police vehicles must be authorized to carry a weapon and have the power to arrest and, therefore, are not subject to imputed income taxation.

Vehicles used by the Fire Chief, the Deputy Fire Chief, and other Fire Department staff vehicles which are clearly identified as emergency vehicles (i.e. mounted roof lights, etc.) are not considered personal vehicles and are not subject to taxation.

I. Expense Reimbursement – Personal Vehicles

1. Expense reimbursement is intended for travel outside the Town of Uxbridge. Employees will not be reimbursed for the use of a personal automobile within the Town of Uxbridge without advance written approval of the Department Head or unless specifically authorized by a collective bargaining agreement.
2. When an employee is authorized to use a personal vehicle for work-related travel, he/she shall be reimbursed at the current IRS standard for mileage rate.

- a. The aggregate IRS mileage rate is intended to include the costs of gasoline, repairs, insurance, and general wear and tear on the vehicle.
- b. In addition to the mileage rate, the Town will reimburse employees authorized to travel outside Uxbridge driving personal or municipal vehicles, for tolls and reasonable parking expenses, when receipts are provided. Employees will not be reimbursed for tolls which would normally be paid by the employee during his/her normal commute to work.
- c. The Town retains the right to require employees who are reimbursed for work-related travel, to show proof of the following minimum levels of insurance coverage:
 - 1) Bodily Injury: \$100,000/\$300,000
 - 2) Property Damage: \$25,000
- d. An employee who uses his/her personal vehicle to travel from home to a temporary assignment, rather than his/her regularly assigned work location, shall be allowed personal automobile expenses between home and the temporary assignment, or between the temporary assignment and the regular work location, whichever is less.
- e. In order to be reimbursed for personal vehicle use, employees shall complete the Expense Reimbursement Form. This form should be submitted to the Department Head for approval prior to submission to the Town Accountant for payment.

J. Special Circumstances

This policy is intended to provide a basic framework governing the use of municipal and personal vehicles in the Town of Uxbridge and, as such, cannot contain procedures governing every situation that might arise. Employees seeking clarification of or exemption from the provisions of this policy should contact the Town Manager who will provide such clarification and may authorize exceptions to the policy under extenuating circumstances.

K. Sanctions

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

Voted by the Uxbridge Board of Selectman on September 11, 2008.

Signature of Employee as having received and read the policy:

Print employee name

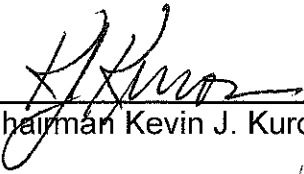
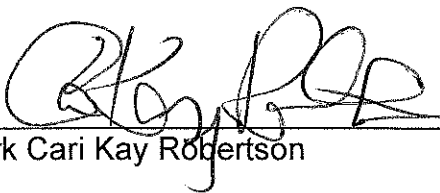

Signature

Department

Job Title

Date

This *Municipal Vehicle Policy and Procedure* was voted and approved by the Board of Selectmen on September 11, 2008.


Chairman Kevin J. Kuros
Vice Chairman Michael Potaski
Clerk Cari Kay Robertson
Selectman Peter Baghdasarian
Selectman Bruce Desilets

RECEIVED
TOWN CLERK
Oct 8 1 49 PM '08