

## **POLICY # A5-1.2**

### **TOWN-OWNED VEHICLES – USE AND SAFETY POLICY ALL EMPLOYEES**

It is the intent of the Town of Wayland to establish rules and regulations for the use of Town owned vehicles. This policy shall comply fully with Chapter 58, Section 4 of the Town By-laws.

#### **Use of Town-owned Vehicles**

Town-owned vehicles shall be driven by properly licensed drivers in a safe, courteous and legal manner. Town vehicles shall be used for travel directly related to Town business. Permissible use of Town owned vehicles include transportation of property or passengers related to Town business; travel to professional association activities, courses, or seminars; travel to worksites and additional work-related activities as approved by the Town Administrator. During a vacations or extended absence, vehicles shall be parked at a Town facility for use by other Town employees.

Employees are expected to park vehicles in safe, legal locations. Employees must turn the vehicle ignition off, remove the keys, and lock the vehicle when left unattended. Drivers and passengers must wear seatbelts in vehicles so equipped during the operation of the vehicle. In accordance with Policy A3-6.1, smoking is not permitted in Town vehicles.

Employees are expected to maintain the cleanliness of vehicles. Mechanical problems, are to be reported immediately to the Department Head. Department Heads are charged with maintaining the operational efficiency of vehicles assigned to their departments. Changes to insurance coverage, damages to vehicles and all accidents are to be reported immediately to the Selectmen's Office. All Town vehicles are to have an Accident Report Kit should a motor vehicle accident occur. Should an employee be involved in an accident while operating a Town-owned vehicle, the police are to be contacted and a report filed.

The Town is not liable for the loss or damage of personal property transported or stored in a Town-owned vehicle.

#### **Commuting**

Designated and approved public safety officials may use Town-owned vehicles for domicile commuting purposes.

Non-public safety employees who are assigned a town-owned vehicle may be approved for domicile commuting purposes under special circumstances, normally due to public safety related matters. Said approval shall be from the Town Administrator. When

existing vehicles of non-public safety employees are no longer serviceable, they may or may not be replaced.

### **Assignment of Vehicles**

When a determination is made that public safety vehicles will be made available to Town departments, the Town Administrator shall determine the assignment of the vehicle. Vehicles transferred amongst departments shall be registered to the Town of Wayland.

### **Marking of Vehicles**

Town vehicles shall be marked in a uniform manner with the Town seal and government plates. In instances in which uniform marking is not desirable, the Town Administrator and the respective Department Head must concur on deviating from the uniform marking provisions of this policy.

### **Financial Reporting**

The Town shall report commuting use of any Town vehicle as required and in accordance with Internal Revenue Service regulations. In the event that use of the vehicle can be legitimately calculated by more than one method, the Town shall use the procedure that is least financially burdensome to the employee.

### **Use of Personal Vehicles**

Employees may be reimbursed for the use of their personal vehicle for Town business at the current allowable IRS rate. Applicable parking fees and road tolls are also reimbursable with the submission of appropriate receipts.

Town Administrator Approved: May 6, 2006