

## **TOWN OF TISBURY VEHICLE POLICY**

### **Coverage**

All employees.

### **Policy**

It is the policy of the Town of Tisbury that all town employees operate Town vehicles in a safe and efficient manner. It is the purpose of this policy to provide clear direction to all Town employees that operate Tisbury vehicles or operate their own personal vehicles, while performing official duties of their job; to promote safety and accountability in all Town departments; reduce risk, liability and insurance costs and to comply with applicable Internal Revenue Service codes. This policy does not supercede any state or federal laws regulations and is drafted in accordance with all town bylaws. The Town Administrator shall administer the town's vehicle policy in conjunction with the various town department heads. The failure to comply with its provision may result in the loss of the privilege to operate a vehicle for the town and or other disciplinary actions.

### **Administration**

Only those persons that are currently employed by the Town of Tisbury and possessing a valid Massachusetts Driver's License may operate a Town owned or leased vehicle. Those town employees operating specialized vehicles, (motorcycles, large trucks, etc.), or heavy equipment must have the necessary license(s) or certifications to do so from the State of Massachusetts or appropriate federal regulatory agency.

No one shall operate a town vehicle owned or leased, nor operate a personal vehicle in the course of their official town duties under the influence of alcohol or illegal drugs. An employee may operate a town vehicle while under legal medication, prescribed or over the counter, only so long as the medication does not effect the safe operation of the vehicle.

Prior to operating the town vehicle a quick visual inspection should be made of the vehicle with any damages to the vehicle noted and forwarded to the department head of the employee's department for which they are employed.

While operating any town vehicle either owned or leased, or a personal vehicle in the course of their official town duties must abide by all Massachusetts motor vehicle regulations. This includes, but is not limited to obeying all speed limits; regulatory signs traffic control devices, removing the keys from the ignition, while not in use, and wearing seatbelts. If employees travel outside the state of Massachusetts, they will abide by whatever other state laws govern the operation of motor vehicles while in that state.

The town vehicle(s) are to be left in a clean condition for the next operator's use, with all trash removed after each use.

The use of town owned or leased vehicles are limited to town business. The personal use of town vehicles by employees is prohibited except for commuting to and from work with the following provisions:

- a. The vehicle is owned or leased by the town and provided to a department for one or more employees for use in connection with his duties.
- b. The town requires the employee to commute to and or from work in the vehicle.
- c. The vehicle may not be used for any personal purposes other than commuting or de minis personal use, such as a stop for brief errand between a business stop and the employee's home.
- d. The employee required to use the town vehicle for commuting will not be a control employee of the town. A control employee of a government employer is any elected official, or a state or local executive officer comparable to a board or shareholder appointed or elected officer of a company or a director of a company.
- e. The town shall account for such commuting use by adding \$3.00 per day for each day of commuting use to the employee's salary, which will be presented on a separate W-2 form at the end of a calendar year. Except the following which are exempt, "qualified non-personal use vehicles":
  1. Police vehicles used by a law enforcement officer meaning an individual who is employed on a full time basis responsible for the prevention or investigation of crime involving injury to persons or property, who is authorized by law to carry firearms and execute search warrants, makes arrests and regularly carries a firearm.
  2. Clearly marked fire and ambulance vehicles that have a painted or decaled insignia or purpose markings.
  3. Clearly marked Water Department vehicles, but only those who are required by the Water Commissioners to be on-call and respond to emergencies.

Personal pets such as cats and dogs are not allowed in town vehicles. Animal Control Department employees may transport animals in the department's vehicle.

The picking up of hitchhikers is forbidden.

Smoking in town vehicles is not allowed.

The general public may be passengers in town vehicles so long as they are accompanying town employees on official town business, such as, but not limited to, an inspection, investigations, emergency medical responses, or police department calls.

Operators of town vehicles, excepting emergency personnel and other exempted employees as may be designated by the town from time to time, are restricted in the

use of cellular telephones. Operators may use these devices only at times when the car is at rest. Passenger use is not restricted.

Operators of town owned or leased vehicles must be of at least 18 years of age.

### **Maintenance and Repair**

It is the responsibility of the department head unto which the vehicle is assigned to schedule in a timely manner and in accordance with manufacturer's requirements and guidelines routine maintenance, such as but not limited to, oil changes, cleaning, tire rotation and inflation. Operators of town vehicles are responsible to check the oil of the vehicle prior to operating it.

Minor repairs and maintenance items are to be scheduled with the Department of Public Works and in accordance with that department's availability. Major repairs are to be scheduled through the DPW and made by private companies in accordance with MGL chapter 30B. The DPW will then bill the appropriate department for the maintenance or repairs.

All vehicles are to be inspected annually in accordance with state regulations.

### **Private Vehicle Use**

Town employees may in certain circumstances use private vehicles for Town business. This use must first be approved in writing by the appropriate department head. Mileage reimbursement will be made by the town at a rate per mile, which is the IRS reimbursement rate or as provided in separate contract requirements. A mileage form first must be completed indicating the mileage at the beginning and end of the trip, destination and date of the trip. These forms are available through the Administrative Assistant to the Town Administrator. When an employee uses a private vehicle in the course of their duties, the employee is not covered by the town's insurance coverage. No claims will be accepted in the case of an accident, fire, theft, or other damages resulting from the use of a private vehicle. The reimbursement for the Steamship will be deducted from the Department budget.

### **Steamship Authority Passage**

A town employee traveling off island on town business should utilize the town car kept in the SSA parking lot in Woods Hole. This car is available on a first come first serve basis. The Administrative Secretary to the Board of Selectmen is responsible for the scheduling of its use and providing the keys.

A personal vehicle may be used instead of the town car. However, as noted in the above Section, town employees will not be covered by the town's insurance while using their personal vehicles. Additionally, no mileage will be paid for the use of a personal vehicle and the town must be compensated for the expense of the SSA's vehicle fare, whenever the town car is available and not utilized. Employees will be entitled to the

town's vehicle rate with the SSA.

Employees using the town's car must log the trip onto the mileage log kept in the Town Hall. This information will indicate the mileage at the beginning and end of the trip, destination and date of the trip. Employees using the town car are responsible for checking the oil level and returning the car with at least a half tank of gas to the SSA parking lot. Receipts for the purchase of gasoline must be presented for reimbursement to the Administrative Secretary to the Board of Selectmen

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