

Vehicle Use and Sharing Policy

TOWN OF MARSHFIELD

VEHICLE USE and SHARING POLICY FOR MUNICIPAL VEHICLES

PURPOSE

The purpose of this policy is to outline the use and sharing of vehicles for work-related functions for municipal employees who operate a vehicle owned, rented or leased by the Town of Marshfield, henceforth referred to as "municipal vehicle(s)" or "Town vehicle(s)." These provisions shall not apply to employees operating emergency vehicles during an emergency response. All vehicles will be under the control of the Board of Selectmen. Vehicles will be available for use by Department Heads by request of the Department of Public Works on a daily or as needed basis. All vehicles are maintained by the Department of Public Works.

POLICY

Employees who operate a municipal vehicle shall adhere to the following policies:

1. Employee Qualifications

- a. Employees operating a municipal vehicle must be at least 18 years of age.
- b. Employees who operate municipal vehicles must provide proof of a valid motor vehicle license of the appropriate class issued by the State of their current residence. Employees may also be required to provide proof of valid motor vehicle license at any time.

Employees may be requested to certify that they have not had any moving violations or accidents.

- c. Employees authorized to operate a municipal vehicle must complete a driver's license history prior to operating any municipal vehicle.

2. Appropriate Vehicle Use

- a. Municipal vehicles may be used only for legitimate municipal business.
- b. Municipal vehicles may be driven only by employees authorized to do so by their supervisor.
- c. Generally, passengers in municipal vehicles shall be limited to Town employees and individuals who are directly associated with Town work activity (committee members, consultants, contractors, etc.). Family members shall only be transported in Town vehicles for work-related functions, unless otherwise permitted by the Board of Selectmen or their designee.
- d. 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.

- e. No employee may use a municipal vehicle for out of state use without advance approval of the Board of Selectmen.
- f. When an employee is authorized to use a municipal vehicle for work-related travel outside of Marshfield, the employee shall be reimbursed for tolls and reasonable parking expenses, when receipts are provided.

3. **Vehicle Operation and Maintenance**

- a. Employees must wear seatbelts in vehicles so equipped during operation of the vehicle, absent exigent circumstances relating to the duties performed by Police and Fire personnel.
- b. The occupancy of a vehicle cannot exceed the number of seatbelts.
- c. Employees may not operate municipal vehicles under the influence of alcohol, illegal drugs, or prescription drugs or medications which may interfere with effective and safe operation. Citations or convictions received due to operating under the influence will result in vehicle operator privileges being suspended or revoked, and may be subject to disciplinary procedures up to and including termination from employment.
- d. Smoking is prohibited in all municipal vehicles.
- e. Vehicles must be parked in safe locations. Employees must turn the vehicle ignition off, remove the keys, close all windows, and lock the vehicle when left unattended.
- f. Employees are expected to keep the vehicle's interior clean, and to report any malfunction or damage to their supervisor immediately.
- g. Employees driving Town vehicles shall obey all applicable federal, state, and local traffic and parking regulations, ordinances, and laws.

- 1) Employees who incur parking or other fines in municipal vehicles will be personally responsible for payment of such fines unless the payment for such fines is approved by the Board of Selectmen.
- 2) 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 following the issuance of the citation. If a municipal vehicle is involved in an accident, whether or not the accident results in visible damage, the employee shall notify first the Marshfield Police Department. The vehicle should not be removed from the scene unless directed to do so by the Marshfield Police Department. If the accident is out of Town the vehicle should not be removed until directed by the police department in that town.
- 3) Immediately when practicable, but in no case later than 24 hours following the accident the employee must notify the Board of Selectmen's office and submit a complete accident report, including whether the accident resulted in bodily injury or property damage.
- 4) If the maintenance of a valid driver's license or Commercial Driver's

License (CDL) is a condition of employment, an employee who is arrested for or charged with a motor vehicle offense for which the punishment includes suspension or revocation of the motor vehicle license, must notify his/her supervisor. Such notification should take place immediately when practicable, but in no case later than 24 hours after the incident. Such notification should take place whether the motor vehicle offense occurred while driving a municipal or personal vehicle.

- h. Employees shall comply with all federal, state, and local laws related to the use of wireless communication devices while operating a motor vehicle. In particular, employees shall refrain from texting while the vehicle is in operation. Employees shall not use wireless communication devices while operating the vehicle unless a hands-free device (e.g. Bluetooth) is used.

COMPLIANCE

Any employee to whom this policy applies will be given a copy of this policy and will be required to sign a confirmation of receipt (attached).

Employees covered by this policy must confirm receipt of this policy by signing the signature page in order to receive access to municipal vehicles.

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

EFFECTIVE DATE:

This Policy was adopted by the Board of Selectmen on March 31, 2014 and shall become effective on July 1, 2014.

Vehicle Use Acknowledgement Form

VEHICLE USE POLICY FOR MUNICIPAL VEHICLES

Acknowledgement of Receipt

Name: _____

Department: _____

Division: _____

Job Title: _____

This form acknowledges that I have received and reviewed a copy of the Town of Marshfield's Vehicle Use Policy for Municipal Vehicles.

I understand that I will be held responsible for complying with the applicable provisions of this policy and understand that any actions which are found to violate the terms of this policy may result in disciplinary action, up to and including termination of employment.*

I acknowledge that a copy of this signature sheet and a copy of my valid driver's license will be placed in my personnel record. I further authorize the Town to conduct a driver's license record check.

Employee Signature: _____ **Date:** _____

** This policy is applicable to all employees of the Town of Marshfield. For those employees covered by Collective Bargaining Agreements, the provisions of CBA, which are subject to negotiation, prevail over the language in this policy (i.e. discipline). Any changes made to this policy that apply to sections that are subject to collective bargaining, will be sent to the appropriate union prior to implementation.*

