



Town of Winthrop

VEHICLE USAGE POLICY

Policy:

It is the policy of the Town of Winthrop to provide vehicles for use by certain employees where required for the business of the Town, to allow employees to drive Town vehicles on such business of the Town, and to reimburse employees for the use of a personal vehicle for such business of the Town, all according to the guidelines set forth below.

Applicability:

This policy shall apply to all departments of the Town under the jurisdiction of the Town Manager with the exception of the Police and Fire Departments, where similar departmental operating procedures govern.

Guidelines:

Employees may drive Town vehicles only with the prior approval of their supervisors. No unauthorized passengers shall be transported in Town vehicles.

A supervisor may assign a driver only after determining that the driver meets the standards set forth in the Town's insurance policies and such other requirements as the Town may adopt. The supervisor shall also determine that the driver has a valid driver's license in the appropriate vehicle category and verify that the driver has a safe driving record. Employees must inform their supervisors of any changes that may affect their ability to meet the requirements of this policy, including but not limited to loss or suspension of license.

In accordance with Town regulations, employees and passengers are prohibited from smoking while in municipal vehicles.

Employees who regularly require transportation during the normal course of their work assignment may be assigned a Town vehicle to be used only for business purposes.

Only employees who are approved by the Town Manager as being required to respond to emergencies on a 24 hour basis as needed, may use a Town vehicle assigned to them for commuting purposes. No employee may use a Town vehicle for non-business purposes except those employees assigned a vehicle for commuting purposes and then only for de minimis purposes. De minimis purposes can be defined as stopping to get milk on the way home from work or some other such stop that is on the way to and from work or within the sphere of the individual's work related travels. Such use will be in accordance with the regulations of the Internal Revenue Services. Such use will be treated as taxable compensation in accordance with Internal Revenue Service regulations. Unless specifically

granted by contract or other agreement, no employees in this category may use Town vehicles for personal use.

All Town vehicles shall be marked with distinctive markings approved by the Town Manager, identifying the vehicle as belonging to the Town of Winthrop. Vehicles may be unmarked if specifically approved by the Town Manager.

Employees who are regularly assigned the use of a particular Town vehicle shall be responsible for the ongoing regular maintenance and safety of the vehicle within their department budgets.

Employees who drive a Town vehicle shall, in addition to meeting the approval requirements above, drive safely and maintain the security of the vehicle and its contents. Employees are also responsible for any driving or parking infractions or fines as a result of their use of a Town vehicle; however parking fines may be reimbursed with approval by the Town Manager if those fines occur on official business and under extenuating circumstances.

Employees driving on Town business may claim reimbursement for parking fees and tolls actually incurred upon evidence of proper receipts.

Employees may use their own vehicles for Town business but only with the prior approval of their supervisor. Employees who use their personal vehicles for approved business purposes may receive a mileage allowance based on the IRS mileage rate, the rate specified in an applicable collective bargaining agreement or an annually budgeted automobile allowance. This allowance is to compensate for the cost of fuel, oil, depreciation, insurance and all other costs associated with operating the vehicle within Town limits.

Employees must report any accident, theft, or damage involving a Town vehicle or a personal vehicle used on Town business to their supervisor, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than one business day after the incident. Employees are expected to cooperate fully with authorities in the event of an accident.

Employees driving Town vehicles are subject to all applicable state and federal statutes and regulations.

Unless previously authorized by the Town Manager, employees may not take Town vehicles home.

Town Manager reserves the right to make limited exceptions to this policy.