

VEHICLE SAFETY POLICY

06-01

I. PURPOSE AND SCOPE

The purpose of this policy is to encourage safe operation of town vehicles, set forth the guidelines under which Town vehicles may be used and to minimize transportation costs and liability.

II. POLICY

- A. Town vehicles may only be used for legitimate Town business and not used for personal use, except as otherwise contracted in writing by the Board of Selectmen.
- B. All Town vehicles are to be garaged at a Town facility unless given written authorization from the Board of Selectmen to take the vehicle home (i.e. for those on 24 hour call).
- C. Vehicles shall not be used to transport any individual that is not directly or indirectly related to Town business. Passengers shall be limited to Town employees and individuals who are directly associated with Town work activity (committee members, consultants, contractors etc.)
- 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. Employees are expected to keep Town vehicles clean, report any malfunction or damage to their supervisor immediately, and obey all state and local traffic and parking laws.
- F. Employee operator and all passengers must wear seatbelts in vehicles so equipped during operation of the vehicle.
- G. Employees operating Town vehicles must have a valid drivers license of the appropriate class.
Employees have an obligation to immediately report any changes in license status to their department head. Drivers must carry a valid license while operating the vehicle. Department heads must report any and all changes in an employees license to the Town Administrator
- H. Employees are solely responsible for the consequences of any violations, such as parking or speeding tickets. Employees must report all vehicular accidents to their department head and complete a police accident report and an insurance accident report (which is to be turned in to the Town Administrator's office).

- I. Operators shall not operate vehicles under the influence of alcohol or any illegal substance. Possession of drugs and alcohol in a Town vehicle could result in discipline action up to and including termination.
- J. All town vehicles shall have the town seal and the department name permanently and prominently displayed, with the exception of the purpose of public safety to be granted by the Board of Selectmen
- K. Smoking is not allowed in any Town vehicle

II. TO WHOM THIS POLICY APPLIES

This policy applies to all Town vehicles purchased for/by any Town department, whether leased or owned, which are provided to certain employees in connection with their particular duties as Town Employees.

III. VIOLATIONS OF THIS POLICY

Violation of this policy may be subject to disciplinary action up to and including termination.

Approve by the Board of Selectmen on December 5, 2006.

Roger W. Challen, Chairman

ACKNOWLEDGMENT OF RECEIPT OF POLICY

I acknowledge receipt of this Vehicle Safety Policy from the Town of Southborough and that I have read its contents.

Employee

Witness

Date