

TOWN OF SOUTHBOROUGH VEHICLE USE POLICY
Board of Selectmen

Amended Date: July 15, 2016
Approved Date: December 5, 2006

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. Town vehicles belong to the citizens of Southborough and are assigned solely for purposes consistent with providing services to its citizens.

II. POLICY

A. General Rules Governing Use

1. Town vehicles may only be used for legitimate Town business and not for personal use, except as otherwise contracted in writing by the Board of Selectmen.
2. All Town vehicles are to be located at a Town facility unless authorized from the Board of Selectmen to take the vehicle home (i.e. for those on 24-hour call).
3. 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.).
4. 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.
5. 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.
6. Employee operator and all passengers must wear seatbelts in vehicles so equipped during operation of the vehicle.
7. Employees operating Town vehicles must have a valid driver's license of the appropriate class.
8. 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 employee's license to the Town Administrator.

9. 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).

10. 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, up to and including termination.

11. Any hand-held phones or devices, town-issued or personal, shall be used only as necessary, and in no way shall inhibit the employee from their first responsibility of safe operation of the vehicle, and shall be in accordance with state laws.

12. 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.

13. Smoking, texting & use of email is not allowed in any Town vehicle.

B. Take Home Vehicles

1. The following positions within the Town of Southborough shall have included a municipal vehicle as part of their overall compensation package or terms of employment, unless alternative provisions are agreed to. The Town recognizes that it is the common practice of Massachusetts' municipalities to provide employees in these positions with take home vehicles, and it is desirable for the Town of Southborough to do so to remain competitive in recruiting for said positions. The positions include:

- Police Chief
- Fire Chief
- Building Inspector
- Public Works Superintendent
- Facilities Director

2. Any position other than those listed above must be specifically designated as "on-call", or having the responsibility to respond on a 24/7 basis, to be considered eligible for use of a take-home vehicle. Employees that are "on-call" on a limited or periodic basis shall not take home any municipal vehicle when they are not officially designated as "on-call". The Department Head shall submit all such requests to the Town Administrator with the appropriate rationale for

such an assignment. The Board of Selectmen shall have the final determination in these decisions.

3. All other rules as set forth in section A of this policy shall apply to take home vehicles.

III. 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.

IV. VIOLATIONS OF THIS POLICY

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

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

Town Administrator

Date