

Use of Town Vehicles

Statement of Policy

This policy is intended to provide a consistent standard for the use of Town-owned vehicles. The Town recognizes that certain employees are required to be "on-call" during off-duty hours or a 24-hour emergency call on a permanent, seasonal or as needed basis. This policy is intended to assure that these employees are able to have the vehicles at their disposal necessary to fulfill the duties of their positions while at the same time ensuring only those uses authorized by the Town are permitted. Further, the Town recognizes that an employee responding to a call for service outside of regular hours from their place of residence will decrease response time for the call.

It is the intention of this policy to establish operating procedures for all vehicles and/or equipment that are owned by the Town of Lisbon in order to ensure that proper safety practices are being followed for the protection of employees and the public. This policy will address specific safety practices and does not supersede, amend, or replace any regulation required by state and federal agencies or any regulation required by other agencies for insurance or other purposes. Individual town department policies shall comply with the general provisions of this directive, but may deviate from the specific requirements depending on the department's mission-specific operations and type of equipment operated.

Town vehicles are for official use only and are never to be used for personal reasons. Official use is defined as use that is instrumental to the provision of town services. Personal use is defined as use that is specific to personal errands, trips, or purposes. A valid operator's license appropriate for the class of the vehicle is required.

Employee Responsibility

A. It is the Employee's responsibility to maintain the proper driver's license in the required class of classification, and to immediately notify the Town Manager or his/her designee of any revocation or suspension.

B. Employees shall wear seatbelts at all times when operating Town owned vehicles or equipment that is so equipped, in compliance with state and federal laws. Employees who are passengers in any Town owned vehicles or equipment shall wear seatbelts at all times.

C. Employees shall ensure that no non-employee is allowed to ride in Town owned vehicles or equipment except in cases of emergency or with prior authorization of the Town Manager. The Police Chief may authorize non-employees to participate in a "ride along" program with a uniformed officer provided a liability waiver is obtained from the participant prior to the "ride along". Non-employees who are passengers in any Town owned vehicles or equipment shall wear seatbelts at all times.

D. Any employee operating a Town vehicle must strictly adhere to all Town and State traffic laws and/or regulations.

E. Each employee will be responsible to ensure the maintenance of the vehicles or equipment in their use for their shift. Each employee will conduct a walk-around on their vehicles/equipment to ensure that it is in safe operating condition. This will include checking the tires and lights.

F. If mechanical problems are encountered while operating any vehicle/equipment; the Department Head shall be notified by the employee and will schedule the vehicle/equipment for

proper repair and any required follow-up maintenance.

G. No smoking is allowed in any town owned vehicle. Accessory Equipment such as but not limited to a 2-way radio shall only be used by employees having received the proper training in the equipment's use and protocols.

Vehicle Assignments

A. Marked Vehicles/Unmarked Vehicles - Employees whose positions require that they are available during off-duty hours to respond to stakeouts, surveillance sites, fire or emergency calls, may with the request of the Department Head and prior approval of the Town Manager, use the Town's marked/unmarked vehicles while "on-call" during off-duty hours. Any personal use of the Town's marked/unmarked vehicles by an employee at a time when he/she is off-duty and not "on call" is strictly prohibited.

B. C. Police, Fire, Public Works, Parks, & Recreation departments may be allowed vehicle assignments with the prior approval of the Town Manager. A Department Head with prior approval from the Town Manager may temporarily give written authorization to on-call emergency supervisors/officers/foremen/employees from these departments to keep an assigned town-owned vehicle at their residence during the time that they are temporarily on-call to be used exclusively for any town business-related purpose. Vehicles are not to be used for personal use while at home.

C. D. Under IRS regulations, use of Town vehicles for commuting is considered taxable income to an employee and the value of the personal use of the Town vehicle will be included in the employee's taxable compensation. Excluded from this rule are marked police, fire, or public safety vehicles that are required to be used for commuting by a police officer, firefighter, or public safety officer who, when not on a regular shift, is on call at all times. Other than commuting, personal use of these vehicles, outside the limit of the police officer's arrest powers or the obligation of a firefighter or public safety officer to respond to an emergency, is prohibited pursuant to IRS regulations.

Accidents Involving Town Vehicles

All accidents involving Town vehicles require a Police Report no matter how minor. Except when absolutely necessary, a Town vehicle involved in an accident will not be moved prior to authorization by an investigating police officer.

Should an accident occur the person driving the vehicle shall do the following:

- i. Assist any injured person.
- ii. Contact law enforcement via the quickest possible means.
- iii. Take the names and addresses of all witnesses present
- iv. Report the accident as soon as possible to the Town Manager

Failure to comply with this policy may result in forfeiture of vehicle assignment and/or disciplinary action.