



POLICY NAME: **VEHICLE USE**

POLICY #: POL-2006-004

ORIGINAL ADOPTION DATE: 1-3-06

REVISION DATE(S): 9-10-13

ORIGINAL EFFECTIVE DATE: 1-3-06

REVISED PAGE(S): ALL

SUBJECT: Use of Town Vehicles and Business Use of Personal Vehicles

PURPOSE: This policy establishes procedures regarding the use of Town vehicles and business use of personal vehicles. This applies to all Town employees, council members, and volunteers unless otherwise noted within the policy. This policy is also prepared according to the Federal Tax Act of 1985 and North Carolina G.S. 14-247, which establish procedures regarding reporting of income and withholding of taxes.

A. DEFINITIONS

- Mileage reimbursement: A per-mile rate to compensate employees for the non-routine, incidental, or extraordinary use of a personal vehicle for official business, based on actual logged miles.
- Town vehicle or Town-owned vehicle: Any vehicle licensed for road use that the Town owns or leases, including trailers.

B. VEHICLE USES

- 1) Only Town of Summerfield employees, council members, and volunteers on bonafide Town business and authorized by the Town Manager or Mayor may drive or operate a Town vehicle or trailer, including equipment such as utility vehicles and golf carts. (While operation of utility vehicles and golf carts require authorization, such equipment is not subject to the procedures, driver responsibilities and requirements, insurance, maintenance, and accident procedures outlined within this policy.)
- 2) Town-owned vehicles are to be used for official business only with reasonable consideration for use for meals while performing Town business.
- 3) Town-owned vehicles are not assigned for nor shall they be used for the convenience of the individual with regard to transportation needs or non-business activities.
- 4) Alcoholic beverages, illegal drugs, and the use of tobacco products are not permitted in Town vehicles. (See Motor Vehicle Safety Rules {Attachment I}.)

C. PROCEDURES

- 1) Vehicle usage: The Town Manager or their designee shall be responsible for insuring that all drivers are properly documented, including:



- a. Drivers must present a valid NC Department of Motor Vehicles Driver's class "C" license.
 - b. Drivers must have a current motor vehicle history report on file, updated as needed.
 - c. If the motor vehicle history report indicates traffic violations or accident reports within the past three (3) years, or a Driving Under the Influence (DUI) offense in the past seven (7) years, the person must complete a Motor Vehicle Defensive Driving Course before using a Town vehicle. At the Town Manager's discretion, this requirement may be waived with a written statement kept on file.
 - d. Drivers will successfully complete a Motor Vehicle Defensive Driving Course within three (3) months of beginning operation of a Town vehicle or vehicle privileges will be revoked.
 - e. At the discretion of the Town Manager or Mayor, the above requirements may be waived under extreme and/or unusual emergency situations. Examples may include the use of the vehicle by law enforcement, fire personnel, or other emergency responders.
- 2) Mileage reimbursement: The Town Manager may authorize mileage reimbursement for an employee, council member, or volunteer who must utilize a personal vehicle to conduct Town business and who receives no other form of allowance, except as otherwise provided within this policy. Volunteers must have prior approval of the Town Manager or Mayor. Employees shall follow procedures as set forth within the adopted *Town of Summerfield Personnel Policies and Manual*. Council members shall adhere to the following procedures:
- a. Travel to classes, meetings, workshops, or other Town business-related activities is reimbursable, except for the regular commuting mileage.
 - b. Claims for mileage reimbursement shall be made in accordance with current travel expense reimbursement procedures as employees.
 - c. The standard rate of mileage reimbursement shall be paid in accordance with the adopted *Town of Summerfield Personnel Policies and Manual*.

D. DRIVER RESPONSIBILITIES AND REQUIREMENTS

- 1) Drivers of any Town vehicle must have a valid NC Department of Motor Vehicles Driver's class "C" license. Any driver of a Town vehicle involved in an incident in which any law enforcement action is taken, including (but not limited to) a warning, citation, or arrest warrant, on or off duty, is obligated to inform the Town Manager within twenty-four (24) hours of the incident. Failure to inform the Town may result in disciplinary action.
- 2) Drivers of a Town vehicle are subject to an annual review of their state motor vehicle driving status and may be requested to provide a driving history. The Town Manager and/or Town Council may review driving privileges on a case-by-case basis.
- 3) Vehicle users are responsible for any vehicle or equipment assigned to them and must report unsafe operations or working conditions via a vehicle inspection or repair request using the Vehicle Repair Request Form (Attachment II).
- 4) Drivers shall allow sufficient time to reach destinations without violating speed limits or traffic laws and must abide by driving laws in areas where they operate Town vehicles.



- 5) Occupants of a Town vehicle must use seatbelts/restraints at all times, unless specifically exempted by NC General Statutes. Drivers are responsible for enforcing seatbelt usage by all occupants and shall report any failure to comply with the Town Manager.
- 6) The Town of Summerfield will not pay traffic tickets or parking fines of anyone driving a Town vehicle, nor will the Town pay if the person is authorized to use a personal vehicle while on Town business. Persons found guilty of moving violations may be subject to disciplinary action.
- 7) Each driver is responsible for documenting their use of the vehicle on the Vehicle Usage Form (Attachment III) and returning the form to the Town Manager when all spaces have been filled.
- 8) Each driver is responsible for either filling the gas tank when the tank is below $\frac{1}{4}$ full, or informing the Town Manager that the vehicle is below $\frac{1}{4}$ full.

E. INSURANCE OF VEHICLE

- 1) The Town Manager is responsible for maintaining adequate liability coverage for Town vehicles. Additional coverages for lower-valued vehicles shall be determined by the Town Manager.
- 2) For insurance purposes, each person authorized to operate a Town vehicle must provide the Town Manager with his/her name as it appears on the operator's license and his/her driver's license number.
- 3) The Town's insurance is in force when any authorized person operates a Town vehicle or equipment.
- 4) Town property locked inside a vehicle is covered by the Town's insurance against theft; however, personal property stolen from a Town vehicle is not covered, even if the personal property is used for Town business.
- 5) If the Town vehicle is stolen:
 - a. Report the theft immediately to the local law enforcement entity and the Town Manager.
 - b. Obtain a copy of the report filed with the local law enforcement entity.
 - c. Provide the Town Manager with the date and location of where the theft occurred and all relevant information, including the local law enforcement report.
 - d. Provide the Town Manager with a list of any equipment stolen, including model and serial numbers.
 - e. Forward the completed local law enforcement report to the Town Manager within three (3) days.

F. MAINTENANCE OF VEHICLE

- 1) The Town Parks and Recreation Manager is responsible for monthly vehicle inspections and ensuring routine maintenance and repairs are authorized and completed.
- 2) An authorized dealer must perform warranted repairs.



- 3) No alterations may be made to the Town vehicle without prior, written approval by the Town Manager.
- 4) No bumper stickers, other than Town-approved decals, may be placed on the vehicle.
- 5) The Town Manager is responsible for maintaining accurate maintenance history files for Town vehicles. It is the responsibility of the Town Parks and Recreation Manager to provide the Finance Officer with receipts for maintenance and/or repairs.

G. ACCIDENT PROCEDURES

Regardless of the situation, the following procedures must be followed in the event of an accident while in a Town vehicle:

- 1) Immediate notification of the proper law enforcement agency for accident investigation and report.
- 2) Immediate notification of the Town Manager or Mayor.
- 3) Submission of the completed local law enforcement report to the Town Manager within three (3) days.
- 4) If necessary, completion of an injury report must be completed with submission to the Town Manager in order to file a workers' compensation claim within twenty-four (24) hours of the accident.
- 5) The securing of accident repair estimates and approval of actual repair work is the responsibility of the Town Manager or their designee.
- 6) Post Accident Substance Abuse Testing: Any person who is involved in an accident or incident, in which there is or reasonably could have been personal injury or property damage, will be considered for testing. Not every incident or injury may result in a test. Reasonable determination that action or inaction of the person contributed to the incident or accident shall be made prior to a request for testing.

Approved:

Mark E. Brown, Mayor

Date



MOTOR VEHICLE SAFETY RULES

(ATTACHMENT I)

1. All persons must have a valid North Carolina driver's license and current motor vehicle record check on file with the Town.
2. All persons must observe all state and local motor vehicle laws while operating a Town vehicle and are responsible for any fines that may result from disobeying the law. Persons may never exceed the legal speed limit; speed should be reduced as required by road conditions, vehicle condition, and load being hauled.
3. All persons must read and be familiar with the Vehicle Use Policy before operating a Town vehicle.
4. All persons must ensure there is no person or object in the path of their vehicle before moving it, checking in all directions for clearance before getting into the vehicle. In addition, persons must check the vehicle for prior damage before moving it.
5. Drivers will be held responsible for reporting all defects in a Town vehicle promptly.
6. No one is ever permitted to get on or off a Town vehicle while it is in motion.
7. All persons must ride within the cab section of a truck. No one is permitted in the bed of a truck while it is in motion. No one is permitted to ride on a running board, fender, cab top, trailer, or tailgate. All parts of the body must be kept safely inside the confines of the vehicle. Each person riding in the cab of a truck must be secured by a seatbelt/restraints and the number of persons riding in the cab cannot exceed the number of seatbelts/restraints.
8. Objects must be confined within the area of a Town vehicle, if possible. If an object projects past the front or rear of the vehicle more than three (3) feet, it must be marked with a red flag in the daytime with approved lights at night. Side projections are not permitted to extend over the bed of the truck beyond the width of the fenders.
9. Equipment or materials being transported must be properly loaded and securely bound.
10. Operators must check the tires for wear and pressure regularly. Slick tires must never be used.
11. If it is necessary to be on the side of a road, vehicles should be parked on the right side of the road, and must be parked off the street or highway right-of-way.
12. Town vehicles are not allowed to idle unless someone is in the vehicle. When the vehicle is being filled with gas, the motor must be turned off. Smoking in or near the vehicle is always prohibited. No vehicle may be returned to Town Hall with less than $\frac{1}{4}$ tank of gas.
13. Brakes must be properly applied when loading, unloading, or parking.



TOWN POLICY



14. All persons must report an accident involving a Town-owned vehicle immediately to the Town Manager or Mayor. A written report must be made as soon as possible to allow insurance claims and repair orders to be processed.
15. All persons must fill out the Vehicle Usage Form (Attachment III) every time vehicle is removed from Town Hall. Failure to do so may cause vehicle use to be revoked or suspended.
16. No person shall operate a Town vehicle while under the influence of alcoholic beverages or illegal drugs.



FORM NAME: **VEHICLE REPAIR REQUEST**
FORM #: 3001 (ATTACHMENT II TO VEHICLE USE POLICY)
LAST REVISION DATE: 9-10-13

DRIVER: Complete those sections that only apply to you. Report should be completed and submitted to Town Manager as soon as problem is discovered.

1. Department/Committee _____
2. Vehicle make and model # _____
3. Reason for repair request (list and/or describe problem(s) or noise(s):

4. When did you first notice the problem? _____

Requestor's printed name *Requestor's signature* *Date*

Town Manager's signature *Date*

