



**Vehicle Use Policy revisions**

*Attachment(s): yes*

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**STAFF COMMENTS / RECOMMENDATION:**

The manager proposes several recommended revisions for the Vehicle Use Policy adopted in 2006. A red-lined version is attached for Council's discussion and consideration.

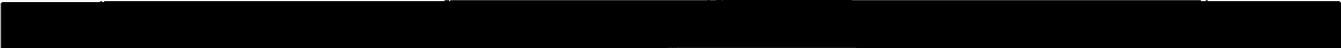
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**NOTES:**

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**TOWN COUNCIL COMMENTS / ACTION:**

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# TOWN OF SUMMERFIELD Vehicle Use Policy

POL-2006-004



\*Will add cover sheet with policy revision date and reformat all pages.

**SUBJECT:** ~~Town Vehicle Assignment and~~ Use of Town Vehicles and Business Use of ~~Personal Vehicles for Business Purposes~~

**PURPOSE:** This policy establishes procedures regarding the ~~assignment of Town vehicle~~, use of Town vehicles, and business use of ~~private 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 incidental, non-routine, or extraordinary use of a ~~privately-owned personal~~ vehicle for official business, based on actual logged miles.

## B. VEHICLE USES:

- 1) Only Town of Summerfield employees, council members, and volunteers on bonafide Town business and authorized by the Town ~~Administrator Manager~~ or Mayor may drive or operate ~~the a~~ Town vehicle or equipment, ~~including utility vehicles, golf carts, and trailers.~~
- 2) ~~The~~ Town-owned vehicles ~~is are~~ to be used for official business only with reasonable consideration for use for meals, while ~~in the course of~~ performing town business ~~on behalf of the Town.~~
- 3) ~~The~~ Town-owned vehicles ~~is are~~ not assigned for nor shall ~~it they~~ be used for the convenience of the individual with regard to transportation needs or ~~other~~ non-business activities.
- 4) Alcoholic beverages, ~~use of tobacco products, or any~~ illegal drugs, and the use of tobacco products are not permitted in ~~the~~ Town vehicles ~~at any time.~~

## C. PROCEDURES:

### 1) Vehicle Usage

The Town ~~Administrator Manager~~ or their designee shall be responsible for insuring that all drivers are properly documented. ~~This includes, including:~~

- a. ~~All~~ Drivers ~~must~~ present a valid NC Department of Motor Vehicles Driver's class "C" license.
- b. ~~All~~ 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 ~~their discretion~~, the Town ~~Administrator Manager's discretion~~, ~~may waive~~ this requirement ~~may be waived~~ with a written statement kept on file.
- d. ~~All~~ Drivers will ~~attend successfully complete~~ a Motor Vehicle Defensive Driving Course ~~as soon as practical, but~~ within three (3) months of beginning operation of ~~the a~~ town vehicle. ~~The penalty for not successfully completing this course will be a revocation of or~~

vehicle privileges **will be revoked.**

- e. At the discretion of the Town **Administrator 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 **Administrator Manager** may authorize mileage reimbursement for an employee, council member, or volunteer who must utilize **his/her** a personal vehicle to conduct Town business and who receives no other form of allowance, except as otherwise provided within this policy. **Employees shall follow procedures as set forth within the adopted Town of Summerfield Personnel Policies and Manual.**

**Council members and volunteers shall adhere to the following procedures:**

- ~~a. Commuting mileage to respond to an after hours call back or unscheduled return to work is considered official Town business.~~
- ~~b. a.~~ a. Travel to classes, meetings, workshops, or other Town business-related activities is reimbursable, except for the regular commuting mileage. **Volunteers must have prior approval of the Town Manager or Mayor.**
- ~~e. b.~~ b. Claims for mileage reimbursement shall be made in accordance with current travel expense reimbursement procedures as employees.
- ~~d. c.~~ c. The standard rate of mileage reimbursement shall be paid in accordance with the adopted **Town of Summerfield Personnel Policy.Policies and Manual.**

## **D. DRIVER RESPONSIBILITIES AND REQUIREMENTS:**

- 1) ~~Each~~ Drivers of any Town **owned** vehicle must have a valid **North Carolina drivers/operator's license NC Department of Motor Vehicles Driver's class "C" license. Should anyone who drives a Town-owned Any driver of a town vehicle be** 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 ~~the job duty, they are~~ is obligated to inform the Town **Administrator Manager** within **twenty-four (24) hours** of the incident. Failure to inform the Town ~~of such incident~~ may result in disciplinary action.
- 2) ~~Anyone authorized to drive~~ Drivers of a Town **owned** vehicle ~~is are~~ subject to an annual review of their ~~state~~ motor vehicle driving status ~~with the State of North Carolina. They and~~ may be requested to provide a driving history **as needed.** The Town **Administrator Manager** and/or Town Council may review driving privileges on a case-by-case basis.
- 3) ~~All 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 ~~sample~~ Town "Vehicle Repair Request" form ~~available from the Town Administrative Office~~ (see Attachment I).
- 4) ~~All vehicle users~~ Drivers shall allow sufficient time to reach destinations without violating speed limits or traffic laws. ~~All users and~~ must ~~know and~~ abide by **all** driving laws in **all** areas where they operate Town vehicles ~~and shall drive defensively at all times.~~
- 5) ~~It is mandatory that all~~ Occupants of a Town vehicle **must** use seatbelts/restraints at all times, unless specifically exempted by NC General Statutes. ~~The driver of the vehicle is~~ Drivers are responsible for enforcing **seatbelt** usage by all occupants and shall report any failure to comply ~~with to~~ the Town **Administrator Manager.**
- 6) The Town of Summerfield will not pay traffic tickets or parking fines of anyone driving a Town **owned** vehicle, nor will the Town pay if the person is authorized to use ~~their~~ a personal vehicle

while on Town business. Persons found guilty of moving violations may be subject to ~~corrective~~ disciplinary action.

- 7) ~~Each driver is responsible for documenting their use of the vehicle on the Vehicle Usage Form and returning the form to the Town Administrator 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 ~~Administrator~~ Manager that the vehicle is below  $\frac{1}{4}$  full.

#### E. INSURANCE OF VEHICLE:

- 1) The Town ~~Administrator~~ Manager is responsible for maintaining adequate liability ~~and collision~~ coverage for ~~the~~ 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 ~~owned~~ vehicle must provide the Town ~~Administrator~~ Manager with ~~their~~ his/her name as it appears on the operator's license and ~~their~~ his/her drivers license number.
- 3) The Town's insurance is in force when any authorized person operates a Town ~~owned~~ vehicle or equipment.
- 4) ~~Town property belonging to the Town of Summerfield~~ locked inside a vehicle is covered by the Town's insurance against theft; however, personal property stolen from a Town ~~owned~~ vehicle is not covered, even if the personal property is used for Town business.
- 5) If the Town vehicle is stolen, ~~follow these procedures:~~
  - a. Report the theft immediately to the local police and the Town ~~Administrator~~ Manager.
  - b. Obtain a copy of the ~~filed~~ police report ~~filed~~.
  - c. Provide the Town ~~Administrator~~ Manager with the date and location of where the theft occurred and all relevant information, including the police report.
  - d. Provide the Town ~~Administrator~~ Manager with a list ~~by model and serial number~~ of any equipment stolen, ~~including model and serial numbers.~~
  - e. Forward the completed ~~police~~ report to the Town ~~Administrator~~ Manager within three (3) days.

#### F. MAINTENANCE OF VEHICLE:

- 1) The Town ~~Administrator~~ Parks and Recreation Manager is responsible for monthly ~~vehicle~~ inspections ~~of the vehicle~~ and ~~scheduling 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 ~~owned~~ vehicle without prior, written approval by the Town ~~Administrator~~ Manager.
- 4) No bumper stickers, other than Town-approved ~~stickers~~ decals, may be placed on the vehicle.
- 5) The Town ~~Administrator~~ Manager is responsible for maintaining accurate ~~and complete~~ maintenance history files for ~~the town~~ vehicles. It is the responsibility of the Town ~~Administrator~~ Parks and Recreation Manager ~~or their designee~~ 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 ~~owned~~ vehicle:

- 1) Immediate notification of the proper law enforcement agency for accident investigation and report.
- 2) Immediate notification of the Town ~~Administrator~~ Manager or Mayor.
- 3) Submission of the completed police report to the Town ~~Administrator~~ Manager within three (3) days.

- 4) If necessary, completion of an injury report must be completed **and with** submission to the Town **Administrator Manager as soon as possible** 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 **Administrator 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:

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Mark E. Brown, Mayor

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Effective Date

ATTACHMENT I

Town Vehicle Repair Request Form  
Sample

Complete those sections that only apply to you. Report should be completed and turned in as soon as problem is discovered.

I. **DRIVER:** Complete and ~~turn in~~ submit to Town ~~Administrator~~ Manager immediately.

1. **Name** \_\_\_\_\_ 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 ~~starting noticing~~ notice the problem? \_\_\_\_\_

5. **Print name:** \_\_\_\_\_

\_\_\_\_\_  
Requestor's printed name

\_\_\_\_\_  
Requestor's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town ~~Administrator~~ Manager's signature

\_\_\_\_\_  
Date

**ATTACHMENT II****MOTOR VEHICLE SAFETY RULES**

1. All persons must have a valid North Carolina driver's license and ~~must have a~~ 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 ~~Usage~~ **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 ~~the a Town~~ vehicle promptly.
6. No one is ever permitted to get on or off ~~the 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 ~~the vehicle is moving it is in motion~~. No one is ~~ever~~ permitted to ride on ~~the 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 ~~the 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 ~~and 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. ~~All persons~~ Operators must check the ~~vehicle~~ tires for wear and pressure ~~on a regular basis~~ regularly. ~~The law requires a minimum tread of 1/16 inch.~~ 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 ~~whenever possible~~, 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 ¼ tank of gas.~~
13. Brakes must be properly applied when loading, unloading, or parking.
14. All persons must report an accident involving a town-owned vehicle immediately to the Town ~~Administrator~~ **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 vehicle usage form 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 alcohol or drugs.



**Week of Service in Remembrance of 9/11 proclamation**

*Attachment(s): yes*

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**STAFF COMMENTS / RECOMMENDATION:**

Proclamation is attached for review.

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**NOTES:**

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**TOWN COUNCIL COMMENTS / ACTION:**

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**Unsealing of closed session minutes**

*Attachment(s): no, but expect handout from attorney*

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**STAFF COMMENTS / RECOMMENDATION:**

Per Council resolution, the town attorney reviews recent closed session minutes each September to determine what can be opened/unsealed. Mr. Hill's office will communicate to Council electronically regarding the unsealing of select minutes and copies will be provided at the meeting.

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**NOTES:**

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**TOWN COUNCIL COMMENTS / ACTION:**

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**Proclamation  
Week of Service in Remembrance of 9/11**

**WHEREAS**, on September 11, 2001, the peace and security of our nation was shaken by cowardly terrorist attacks that killed nearly 3,000 innocent and brave people, and September 11, 2011, marked the tenth anniversary of those attacks; and,

**WHEREAS**, while we still continue to recover, the spirit of our citizens have been revitalized, giving way to expressions of patriotism, unity, strength, renewed national pride, and a true love of country; and,

**WHEREAS**, the President of the United States, on September 11, 2009, issued the Patriot Day Proclamation officially and permanently designating September 11 as a National Day of Service and Remembrance, and calling upon all interested Americans to participate in this observance through moments of silence, the flying of the flag of the United States at half-staff, and community service and charitable activities in tribute and remembrance.

**NOW, THEREFORE**, I, Mark E. Brown, Mayor of the Town of Summerfield, do hereby proclaim, in tribute to all of the victims of September 11, 2001, and the many who rose in service in response to the associated terrorist attacks, that the Town of Summerfield will observe the week of September 8 through September 14, 2013, as:

**"A WEEK OF SERVICE IN REMEMBRANCE OF 9/11"**

and encourage Summerfield citizens to take time to reflect upon and join this observance and to engage in activities of tribute, solemn remembrance, and charitable service.

**Proclaimed this the 10th day of September 2013.**

\_\_\_\_\_  
Mark E. Brown, Mayor

(Town Seal)

\_\_\_\_\_  
Valarie R. Halvorsen, Town Clerk