



City of Barre Operations Policy

Vehicles and Equipment Policy

8/25/2017

Purpose

It is the purpose of this Policy to define and clearly present the employer's expectations and requirements for the use and operation of City owned vehicles and equipment. In the context of this Policy, the term "vehicle" can be considered to apply, where appropriate, to all City owned motorized equipment.

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using City equipment/vehicles, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and operating guidelines/instructions.

It is the employee's responsibility to notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of maintenance or repair. Prompt reporting of maintenance needs, damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others

Use of Assigned Vehicles:

Assigned Vehicles are only to be used by full or part-time City personnel for official City business during the course of the normal workday, including overtime or emergency working hours. The use of City vehicles for personal or volunteer activities is prohibited. City vehicles are not to be used for the transport of family members and City vehicles shall only be used within City limits unless travel outside the City is necessary for the conduct of official City business.

An employee who operates City-owned vehicles must have a valid State of Vermont driver's license for the class of vehicle they are assigned to operate. A copy of the employee drivers' license must be provided to the Human Resources Administrator upon being hired or being assigned to operate a City Vehicle.

- All drivers must be at least eighteen (18) years old.
- All city-owned vehicles shall be smoke and tobacco free. No smoking or tobacco use shall be permitted in any City-owned vehicle.
- All employees who operate City-owned vehicles shall remove all trash debris, etc., upon leaving the vehicle at the end of each operating shift.
- Employees driving municipal vehicles shall obey all applicable traffic and parking regulations, ordinances, and laws.



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- No employee may use a municipal vehicle for out of state use without advance approval of the City Manager or the employee's Department Head.
- Employees who incur parking or other fines in municipal vehicles will generally be personally responsible for payment of such fines unless the payment of such fines by the City is approved by the City Manager. Such approval may be made only for extenuating circumstances as determined by the City Manager.
- Employees **who are issued citations for any offense** while using a municipal vehicle must notify their supervisor immediately when practicable, but in no case later than 24 hours. Failure to provide such notice may be grounds for disciplinary action.
- When an employee is involved in a motor vehicle accident while operating a City vehicle the operator will immediately (*after notifying dispatch, securing the scene and evaluating medical needs of others and themselves*) notify their department head and / or Human Resources.
- When an employee is involved in a motor vehicle accident while operating a City vehicle the operator may be subject to drug and alcohol testing if there is reasonable suspicion as witnessed by trained personnel.
- Employees must notify their supervisor within twenty-four (24) hours about any motor vehicle accident, vehicle damage or moving violation including but not limited to DUI, lack of or cancelation of personal motor vehicle insurance coverage, and any driver's license suspension which may impact employees' ability to drive for work related purposes.
- Municipal vehicles will not be used to transport passengers who are not directly or indirectly related to municipal business. Passengers shall be limited to City employees and individuals who are directly associated with City work activities (City Councilors, Council Committee members, consultants, contractors, vendors, etc.).
- Municipal vehicles may not be used for personal business.
- All municipal vehicles must have the City seal affixed on the drivers and passenger side doors, and may only be used for legitimate municipal business, unless the Department Head and City Manager have designated the Vehicle as unmarked.
- A daily vehicle inspection for CDL drivers and a weekly vehicle inspection for non CDL drivers report will be maintained for the vehicle and provided to the Department Head at the end of the month. Copies of the Vehicle Inspection Form (**APPENDIX A**) and Motor Vehicle Log Book (**APPENDIX B**) and are available in the Human Resources Administrator's office.
- Department of Public Safety will continue to follow their own SOG's.



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1. **Assignment of City Vehicles**

At the discretion of the City Manager, City vehicles may be assigned for 24 hour use to Department Heads and/or key staff, when in the judgment of the City Manager, the functions and responsibilities of the staff position warrants vehicle assignment to facilitate and/or support the efficient and effective discharge of the employee's duties.

The assignment of vehicles for 24-hour use will be made in writing by the City Manager, and will only be considered for employees who require a vehicle for the ordinary and necessary discharge of their job functions. Criteria which will be used in the determination of eligibility for 24-hour vehicle use include:

- Requirement for frequent emergency availability
- Proximity of employee's residence to the City of Barre and/or the employees assigned department location.
- Emergency or other equipment contained in the vehicle; and/or
- No City facility is available for garaging in a safe and convenient location.

Employees authorized to commute in a City vehicle may be subject to imputed income tax regulations as set forth by the Internal Revenue Service, which considers a certain portion of the vehicle use (namely the commute) to be income for the purposes of income taxation. Employees who are assigned marked and unmarked police fire or EMS vehicles, and meeting certain other eligibility criteria will not be subject to imputed income taxation as a result of the vehicle assignment.

Whenever a position becomes vacant or at any time, the authorization for 24-hour use may be re-evaluated by the City Manager.

Employees who either routinely operate City vehicles/equipment during their shifts or are assigned municipal vehicles on a 24-hour basis will be given a copy of this policy and will be required to sign a confirmation receipt.

2. **Use of Personal Vehicles for City Business**

Employees are directed to use City-owned vehicles to conduct authorized City business when possible and expeditious. When individuals are unable to use a City-owned vehicle to conduct official business, they will receive compensation for the use of their personal vehicle. Compensation is given at the then current IRS predetermined mileage rate. Persons claiming reimbursement should fill out the Mileage Reimbursement Request Form and submit



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reimbursement forms to their Department Head, who will review, approve and forward to the City Manager for approval/payment authorization. **(APPENDIX C)**.

3. Driver Safety Guidelines

Employees are prohibited at all times from using cell phones while driving a City owned vehicle. This includes talking, texting, email, GPS, or any other activity that will distract attention from operating the vehicle. The use of cell phones with hands free connections is allowed. While driving, attention to the road and safety should also take precedence over conducting business.

Employees should not operate a vehicle when his/her ability to do so safely has been impaired by fatigue, injury, a medical condition, or prescription medication or other factors. Employees may not operate municipal vehicles under the influence of alcohol, illegal drugs, or prescription drugs or medications which may interfere with effective and safe operation.

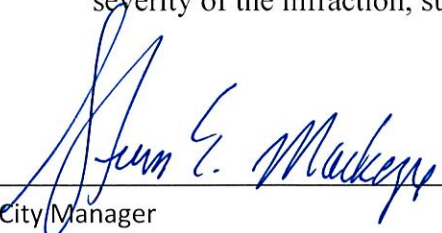
All drivers and passengers operating or riding in a vehicle on company business must wear seat belts, even if airbags are available.

4. Responsibility for Enforcement

Department Heads and supervisors shall be entrusted to monitor the day-to-day staff compliance with this Vehicle Policy.

5. Discipline

Failure to abide by the provisions of this Policy, including the improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, in accordance with the City disciplinary policy or the disciplinary policy defined in the employee's applicable Collective Bargaining Agreement. Depending upon the nature and severity of the infraction, such disciplinary action may result in termination.



City Manager



Date