

TOWN OWNED VEHICLE USE AND SAFETY POLICY

03-03

1. PURPOSE AND SCOPE

The purpose of this policy is to establish consistent procedures for the safety of every town employee, and to define the use by Town employees of Town vehicles.

2. POLICY

- a. All persons driving and/or riding in any town vehicle will wear a seatbelt (Massachusetts General Law Chapter 90, Section 13A).
- b. **At no time** will any person be transported in the back of any pickup or dump truck or any other open motor vehicle. All persons will only be transported in the cab of a vehicle.
- c. **At no time** will any driver text on a cellular device while the vehicle is in motion. A hands free device is allowed when speaking on a cellular device for work related calls only.
- d. All Town vehicles are to be used only for Town business, not personal purposes, unless otherwise authorized by the Town Manager.
- e. All Town vehicles must have the Town Seal and the department displayed prominently, with exceptions for purposes of public safety to be granted by the Board of Selectmen and the Town Manager.
- f. Each employee shall maintain all verified licenses required to perform their duties. A copy of all verified licenses, including driver's license must be supplied to the department head on July 1st of every year. Loss of license shall be immediately reported to department heads.
- g. The Town Treasurer shall make deductions from the employee's biweekly payroll according to Internal Revenue Service and Middlesex County Retirement rules and regulations.

II. TO WHOM THIS POLICY APPLIES

This policy applies to all Town vehicles (Including Enterprise Funds), 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.