



**TOWN OF MANSFIELD
POLICY MEMORANDUM**

To: All Town Employees & Volunteers
From: Matthew W. Hart, Town Manager *M. W. Hart*
Date: (Revised) October 21, 2011, (Revised) December 15, 1995, (Original) April 26, 1984
Subject: Vehicle Use Policy

I. Purpose

This policy establishes procedures regarding the use of Town vehicles, assignment of Town vehicles, and use of personal vehicles for business use.

II. Applicability

This policy applies to all employees and volunteers (collectively referred to as “employees”) who operate and/or travel in a Town owned vehicle for Town business, regardless of the working hours and whether the work hours are paid, on call, or volunteer.

Departments, such as but not limited to Public Works, Fire and Emergency Services, and Human Services, may have additional operating policies and procedures regarding vehicle use. Employees covered by departmental vehicle use policies are subject to this Town-wide policy as well as the departmental policies. In the event that a section(s) of the policies conflict with one another, the departmental policy section(s) shall supersede the applicable section(s) of the Town-wide policy. Departmental vehicle use policies should be reviewed and endorsed by the Town Manager’s Office prior to issuance.

Exemptions to this policy apply to the Town Manager, pursuant to his/her employment agreement.

III. Effective Date

This policy shall be effective immediately and shall remain in effect until revised or rescinded.

IV. Statement of Policy

Only Town of Mansfield employees on bona fide Town business may operate Town vehicles. Drivers shall observe all local and state ordinances pertaining to the operation of motor vehicles. Town owned vehicles are to be used for official business only with reasonable consideration for use for meals, rest stops, and other reasonable stops while in the course of performing business on behalf of the Town. For individuals assigned to vehicles for overnight use, stopping between work and home to perform brief minor personal business may be acceptable, but any such use should be the exception rather than the rule, and only if the stop is directly in route from work to the

employee's residence. Whenever a Town owned vehicle is available for business use, employees are strongly encouraged to use said vehicle from the Town's fleet.

V. Prohibited Conduct

A. Personal Use of Town-Owned Vehicles. Town owned vehicles shall not be used for the convenience of the employee with regard to transportation needs or other non-business activities except as outlined in this policy, as determined by the Town Manager, or when an employee has been authorized to have an on call vehicle as defined in Section VII of this policy.

B. Alcoholic Beverages and Illegal Substances. Alcoholic beverages or any illegal drugs are not permitted in Town vehicles at any time. Public safety personnel may transport alcoholic beverages or drugs that have been lawfully confiscated in accordance with departmental policies and operating procedures.

C. Weapons. Weapons are not permitted in any Town owned vehicle unless the weapon is issued by the Town to public safety and/or code enforcement personnel in accordance with their work duties and standard departmental operating procedures. "Weapon" means any firearm, including a BB gun, whether loaded or unloaded, any knife (excluding a small pen or pocket knife with a blade less than four inches long), including a switchblade or other knife having an automatic spring release device, a stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon.

D. Smoking. Smoking is not permitted in any Town owned vehicle under any circumstances.

E. Transportation of Non-Town Employees. Employees shall not transport individuals whom are not employees of the Town in any Town owned vehicle unless the individual being transported is participating in bona fide Town business. Examples of non-employees permitted to be transported in Town owned vehicles include but are not limited to: consultants working with the Town; intergovernmental representatives working with the Town; participants in Town sponsored programs such as the senior services volunteer transportation program; board and advisory committee members; Mansfield elected officials; applicants for employment participating in the recruitment process. Only under exigent circumstances and upon the approval of their supervisor may employees transport non-town employees that are not participating in bona fide Town business.

F. Fueling Personal Vehicles. Under no circumstances should an employee fuel their own private vehicle at the municipal pumps (located at the Town garage), even if the car is being used for municipal purposes.

VI. Responsibilities of Employees

A. Maintenance of Town Vehicles. The interiors of the vehicles should be kept as clean as possible. Trash should be removed from Town vehicles after employees have finished using them. Employees should report any mechanical problems that they become

aware of to Public Works at 860-429-3676 and bring the vehicle in for preventive maintenance (PM) checks as required. Doors should be locked, windows closed, and the gas tank filled at municipal pumps when vehicles are returned. While operating Town vehicles employees shall not abuse the vehicles; vehicles shall be returned in good operating order. Employees shall not install after-market materials in Town vehicles unless it has been authorized by the Town's lead mechanic and installed by the Town's mechanics staff.

B. Reporting Traffic or Parking Violations. All traffic and parking violations for which a vehicle operator is cited while operating a Town vehicle must be reported immediately to the employee's supervisor. Payment of traffic and parking violations is the responsibility of the vehicle operator.

C. Reporting Accidents. All accidents involving a Town vehicle or motorized equipment must be immediately reported to the appropriate police agency, the vehicle operator's supervisor, and to the Town Manager's Office. All accidents shall be reported regardless of the value or level of damage incurred and whether or not the driver of the Town owned vehicle or motorized equipment is at fault in the accident. Town Manager's Office staff, or their designee, shall be responsible for reporting accidents to the Town's insurance carrier when applicable.

D. Reporting Revocation or Suspension of Driver's License. Should an employee lose or have their driver's license suspended, it must be immediately reported to the employee's supervisor. If a driver's license is required for the performance of an employee's essential job functions, the employee is subject to discipline up to and including termination from Town employment.

VII. Assignment of Town Owned Vehicles

A. On Call Assigned Vehicles. On call assigned vehicles are defined as Town owned vehicles designated for the use of an individual employee in the normal performance of his/her duties including the commute from home to work and vice versa. These vehicles should be utilized on the following basis: commuting to and from work; trips for meals during working hours; evening meetings; emergency calls; and out-of town travel while on bona fide Town business.

Employees with on call assigned vehicles are: Director of Building and Housing Inspection; Director of Public Works; Superintendent of Public Works; Facilities Management Director; Fire Chief; Deputy Fire Chief/Fire Marshal/Emergency Management Director; and Town Manager. In his/her sole discretion, the Town Manager may revoke an employee's ability to have an on call assigned vehicle.

B. Assigned Vehicles. Assigned vehicles are defined as Town owned vehicles designated for the use of an individual employee in the normal performance of his/her duties but not generally authorized for take-home use. Assigned vehicles should ordinarily be parked overnight on Town property. When the destination of a morning trip is in the direction of home vs. the office, it may make sense to take the car home and leave from home. If a meeting runs the full day, it may make sense to leave the car at home that night and return it to the office the next day in time for the next user's scheduled need. If late in the day visits

or meetings are closer to home than the office, it may make sense to leave the car home and bring it back the next morning. If there is an evening appointment or meeting on a day you have already driven your car to and from the office, the second trip should be considered work-related travel so using the Town car to go home and return to the evening business appointment may be appropriate.

Employees with assigned vehicles may include but are not limited to: Code Enforcement personnel; Engineering personnel; Human Services personnel; Finance personnel. A comprehensive list of assigned vehicles is maintained by the Public Works Department.

C. Unassigned Vehicles (Pool Cars). Unassigned vehicles are defined as Town owned vehicles not designated for the use of any one individual employee, but rather made available for general use by Town employees on bona fide Town business. Pool cars should be checked out from the Public Works Office in the Audrey P. Beck Building or with the respective department that has “ownership” of an assigned pool car such as Parks and Recreation, Finance, and Human Services. Pool cars will continue to be available on a first come, first served “reservation” basis. Sign-out sheets should be completed as required. These cars should not be taken home except in unusual circumstances, e.g., a long-distance trip or an evening meeting out of town when an assigned car is not available.

V. Use of Personal Vehicles for Town Business

For routine business travel, and subject to department head discretion, employees should use a Town owned vehicle (e.g. motor pool vehicle or other vehicle from the Town fleet) when one is available. In the event that a Town owned vehicle is unavailable, an employee may be eligible for mileage reimbursement for use of their personal vehicle so long as the use is in compliance with the Town’s mileage reimbursement policy dated March 17, 2008, which may be amended from time to time. For business travel to conferences and other overnight destinations, employees are encouraged to use their own personal vehicle, and to submit a claim for mileage reimbursement.

The Town’s insurance does not cover the use of personal vehicles while an employee(s) conducts business on behalf of the Town. Employees driving their personally owned cars do so at their own risk. In other words, if an employee(s) is driving a personal vehicle while conducting Town business, they are not covered by the Town’s insurance if they get into an accident or incur damage to their vehicle.