

Vehicle and Fuel Usage Policy

Policy:

It is the policy of the Town of Tyrone that certain positions require employee access to municipal vehicles, either during the work shift or on a 24-hr on-call basis. Town vehicles are not to be considered personal vehicles and are not for personal use. Town vehicles are viewed as belonging to the citizens of the Town of Tyrone and are solely for the purpose of providing services to those citizens.

Therefore, the purpose of this policy is to set forth guidelines under which town vehicles are authorized to town personnel and guidelines under which town vehicles are used, and their fuel is utilized.

1. Municipal vehicles must have the Town seal affixed on the drivers and passenger side doors, and may only be used for legitimate municipal business.
2. Municipal vehicles will not be used to transport passengers who are not directly or indirectly related to municipal business. Passengers shall be limited to Town employees and individuals who are directly associated with Town work activity (committee members, consultants, contractors, etc.) Family members shall not be transported in Town vehicles.
3. Vehicles should contain only those items for which the vehicle is designed. The Town shall not be liable for the loss or damage of any personal property transported in the vehicle.
4. Only the following job titles can take home a Town vehicle without additional authorization from the Town Supervisor: Highway Supervisor.
5. The assignment of municipal vehicles during work time is based upon job description. Appointing authorities who have municipal vehicles available for this purpose may assign such vehicles in a manner consistent with departmental workload, employee function, and NYS licensing credentials. The assignment of vehicles may be rescinded at any time by the Town Highway Supervisor and/or Town Supervisor.
6. Employees must have a valid driver's license issued in the United States. Before approving a driver, the Highway Supervisor must check the employee's driving record and verify the existence of a valid driver's license. An abstract of the driver's license must be obtained from the Department of Motor Vehicles annually and kept in the department files.
 - a) 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 town is approved by the Town Board.
 - b) Employees who are issued citations for any offense while using a municipal vehicle must notify the Highway Supervisor immediately, but in no case later than 24 hours. Failure to provide such notice may be grounds for disciplinary action.
 - c) An employee who operates a municipal vehicle and who is arrested for or charged with a motor vehicle offense for which the punishment includes suspension or revocation of the motor vehicle license, whether in his or her personal vehicle or in a municipal vehicle, must notify the Highway Supervisor immediately but in no case later than 24 hours. Conviction for such an offense may be grounds for loss of municipal vehicle privileges and/or further disciplinary action.
 - d) In the case of 'b' or 'c', the Town Supervisor must be notified within 24 hrs. of the incident.
 - e) Any violations of the traffic, transportation or motor vehicle laws must be reported to the Town Supervisor for a determination of continued use of a Town vehicle by the involved town employee.
7. Employees are not permitted, under any circumstance, to operate a Town vehicle, or a personal vehicle for Town business, when any physical or mental impairment causes the employee to be

- unable to drive safely. This prohibition includes circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of illness, medication, or intoxication by drugs and/or alcohol. Employees whose jobs require regular driving for business as a condition of employment must be able to meet the driver approval standards of this policy at all times. In addition, employees holding those jobs must inform their supervisor and the Town Supervisor of any changes that may affect their ability to meet the standards of this policy.
8. Employees driving a Town vehicle may claim reimbursement for parking fees (not fines) and tolls actually incurred. Employees who are authorized to use their personal vehicles for approved business purposes will receive mileage allowance as adopted yearly by the Town Board. All requests for reimbursement must be approved by the Town Supervisor. No employee may use a municipal vehicle for out of state use without advance approval of the Town Supervisor. Involved employees will report to the Highway Superintendent and Town Supervisor at the conclusion of the out of state activity.
 9. Employees must report to the Highway Supervisor and the Town Supervisor any accident, theft, or damage involving a Town vehicle or a personal vehicle used on Town business, regardless of the extent of damage or lack of injuries. This report must be made as soon as possible but no later than twenty-four hours after the incident.
 10. It shall be the employee's responsibility to maintain the security of the vehicle and its contents at all times it is in his or her possession. Drivers must also make sure that the vehicle has a valid New York State inspection sticker, oil is checked on a regular basis, tires have sufficient tread, and that the vehicle is kept clean, etc. No vehicle should be driven unless it is safe for the road.
 11. For each municipal vehicle, a "Vehicle Fuel Usage Log" is to be completed and maintained that documents daily activity. (refer to vehicle fuel logs sheet.) For each bulk fuel tank, a Fuel Tank Log is to be completed and maintained that documents inventory, purchases and usage each month. (see Fuel Tank Log sheet.)
 - a) The Highway Supervisor will monitor the daily Fuel Usage Logs and Fuel Tank Logs for completeness, accuracy, and reasonableness.
 - b) The monthly data on each vehicle/fuel tank will be submitted by the Highway Supervisor to the Town Supervisor and Town Board at its regular monthly meeting.
 12. All employees will be given a copy of this policy and will be required to sign a confirmation receipt.

Failure to comply with any and all provisions of this policy may result in disciplinary action up to and including removal of Town vehicle privileges, suspension, and/or termination of Town services.

Effective Date: November 10, 2015