



## Municipal Vehicle Use

**Policy No.: A-01-07**

**Date: August 10, 2020**

**Purpose:** Municipal employees are to understand that the use of a municipal vehicle is a privilege and certain duties and responsibilities are required to be fulfilled in order for an employee to maintain that privilege. The following conditions apply to all employees who are assigned municipal vehicles.

**Responsibility:** All employees

**Policy:**

1. This vehicle is for municipal work purposes only unless management has given authorization for personal use. If a vehicle is used for personal use it will become a taxable benefit.
2. The vehicle will be kept clean inside and out at all times.
3. The vehicle will be driven in a safe and considerable manner, obeying all traffic signs.
4. Inspections will be completed on the vehicle in accordance with the Pre-Trip Inspection Report
5. All shop repairs and third-party repairs must be completed when scheduled and documented.
6. All shop repairs must be approved by a supervisor.
7. Any mechanical problems or physical damage will be reported immediately to a supervisor and followed by a written report.
8. There is "Zero Tolerance" for drugs or alcohol in municipal vehicles and using drugs or alcohol prior or while driving municipal vehicles.
9. Only co-workers and other authorized personnel are permitted in company vehicles.
10. Only authorized personnel are allowed to operate municipal vehicles.
11. Vehicles will be returned while on vacation.
12. Smoking, vaping, or spitting of tobacco products is prohibited in municipal vehicles.