



Town of Sudbury

Select Board

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USE OF TOWN VEHICLES

(Adopted 11/25/91, amended 2/3/92)

1. Administration of Policy

- a. This policy was approved on November 25, 1991, by the Board of Selectmen, to become effective immediately, November 26, 1991. Authorization for individual use or assignment of a Town vehicle shall take place annually, prior to the start of the new fiscal year, when contracts are renewed, or when a position becomes vacant.
- b. No employee shall qualify for use of a vehicle outside of normal working hours unless authorized by the Board of Selectmen. The Town Manager may make recommendation to the Board. The distance an employee lives from his or her place of work will be a consideration.
- c. An employee not eligible for a vehicle may, subject to the approval of the Department Head, use a vehicle to attend a conference. Use of a vehicle to attend a conference exceeding three (3) days shall require approval of the Town Manager.

2. General Policy

- a. Employees, who are authorized to take a vehicle home, shall be governed by the following general policy and philosophy. Town vehicles are not personal vehicles and are not for personal use. The vehicles are owned by the Town, and should be viewed as belonging to the citizens of Sudbury. Employees should use the vehicles in a manner consistent with the best interests of the citizens.
- b. Personal use shall be defined according to the Internal Revenue Service Code, as interpreted by appropriate Counsel. The following is a guideline: Personal use is any use of the vehicle for purposes other than:
 - (1) Use on Town Business
 - (2) "De minimis" purposes, which would be for commuting to and from work, including errands performed along the regular commuting route.

3. Specific Guidelines

- a. Vehicle use is limited to travel to and from the residence and place of work. Consideration should be taken to use the most direct route and vehicles may not be used for personal business.
- b. The vehicle shall only be used during the time frame of travel to and from residence, and/or for official work-related functions.

- c. All vehicles, except police detective cars, shall be identified with the Town Seal and Municipal license plates.
- d. No personal property that would interfere with the proper performance of the employee's official duties shall be carried in Town vehicles; only those items which are properly listed and on file with the Town Accountant shall be covered under the Town's insurance policy and only to the limits of such coverage.
- e. The vehicle operator shall drive in a safe, courteous, and legal manner. The operator is responsible for any citations received and shall be held accountable for any damage to the vehicle due to negligence or illegal action on the part of the operator.
- f. No alcoholic beverages, or controlled substances shall ever be transported in a Town vehicle. Police vehicles carrying evidence are the only exception.
- g. Town employees, committee and board members, and individuals directly associated with a Town work activity may be passengers in a vehicle.
- h. Unnecessary travel with family members is prohibited.
- i. Incidental in-town travel, such as lunch, is allowed for employees assigned a vehicle.
- j. During personal vacation periods, the vehicle shall be parked at a central Town facility, and will be available for use by employees on an as-needed basis. The vehicle shall not be used during this period as a take home vehicle. Acting Department Heads shall not be entitled to use of a vehicle without authorization from the Town Manager.
- k. Personal use of a vehicle shall be reported to the Town Accountant, and the employee shall reimburse the Town at the current rate the Town reimburses employees for business use of their own personal vehicles.
- l. Only Town employees properly licensed by the Commonwealth of Massachusetts shall be permitted to drive Town vehicles.

4. Certification

- a. Employees who are authorized to use Town vehicles after normal business hours shall certify in writing that they have received, read, and understood this policy, and will abide by it. Employees who violate this policy shall be subject to appropriate disciplinary action including loss of after-hours vehicle use privileges.

I hereby certify that I have read and understand the Town of Sudbury's Policy regarding the use of Town vehicles, and that I will abide by these Policies.

Employee: _____

Date: _____