

VEHICLE POLICY

All vehicle drivers must possess a current, valid New Jersey driver's license. Township vehicles are to be used for official (work related) business only, unless otherwise authorized. Unauthorized personal use of vehicles is prohibited and shall be cause for disciplinary action and/or termination of employment.

Municipally owned vehicles are required to display the logo and name of the Township on each side of the vehicle, with the exception of unmarked police vehicles. Employees are responsible for ensuring vehicles are clean, in good operating condition, serviced according to the established preventative maintenance schedule as coordinated by Public Works Fleet Maintenance, and inspected by the New Jersey Motor Vehicle Commission as required. It is the operator's responsibility to be sure the current vehicle registration and insurance card are in his/her possession.

Only authorized personnel may be transported in Township vehicles. No employee shall use or allow the use of any car, truck or equipment belonging to the Township of Brick as a passenger conveyance, other than on official business.

All traffic laws are to be adhered to while driving a Township vehicle. No parking in a handicap space or fire lane. No employee shall allow any vehicle (gasoline or diesel) to idle for more than three (3) minutes - it is against the law (unless you are in traffic, where constantly turning engines off and on might cause safety issues). All occupants of Township vehicles must wear seat belts at all times. Use of handheld cellphones is prohibited.

Your conduct should be professional at all times when driving a township vehicle. Smoking is not permitted in any Township vehicle. All vehicles must be locked and secured when not in use. Vehicle keys should be kept in central location for use by other employees, as necessary. Napping or sleeping in any Township vehicle is not permitted.

All motor vehicle accidents must be reported to the Police, your Supervisor, and the Office of Safety and Insurance immediately. Any other damage to Township vehicles must be reported to the Office of Safety and Insurance within 24 hours of the occurrence.

Any employee who is negligent in the operation of a Township vehicle may be subject to disciplinary action.