

2019-96
6/19/19

Carrie Bosacco

From: Suzanne Stanford
Sent: Wednesday, June 19, 2019 9:26 AM
To: Carrie Bosacco
Subject: FW: OPRA request - Take home city vehicles assigned to municipal employees

-----Original Message-----

From: Brian Neill [mailto:opra+request-5911-19b11a82@requests.opramachine.com]
Sent: Tuesday, June 18, 2019 3:13 PM
To: Suzanne Stanford <StanfordS@shnj.org>
Subject: OPRA request - Take home city vehicles assigned to municipal employees

Dear Stone Harbor Borough,
A list of all municipal Employees assigned a "Take Home" vehicle, to include the name of employee and job title. As well as any policies regarding the use of the vehicle.

Yours faithfully,

Brian Neill

Please use deliver records electronically via email to the below UNIQUE address for all replies to this request:
opra+request-5911-19b11a82@requests.opramachine.com

Is stanfords@shnj.org the wrong address for OPRA requests to Stone Harbor Borough? If so, please contact us using this form:
https://opramachine.com/change_request/new?body=stone_harbor_borough

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:
<https://opramachine.com/help/officers>

View this OPRA request & responses online:
https://opramachine.com/request/take_home_city_vehicles_assigned_4

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

- Failure to provide receipts will be grounds for disallowance of expenses.
- e. Telephone
- Telephone calls and telegraphs sent necessary to conduct Borough business are allowable expenses.
- f. Personal Expenses
- Must never be included in request for reimbursement.
 - Are not an allowable expense.

2.13 VEHICLE USAGE

Intent: To state and define Borough policy on the use of vehicles while on Borough business.

Policy: It is the policy of the Borough to own and maintain vehicles for use by its employees while they are engaged in Borough business.

Note:

1. Vehicles are assigned to those departments which have demonstrated a continuing need for them. Additional vehicles are maintained in a motor pool for use by individual employees as needed.
2. Employees required to travel in the course of their daily work assignments may be assigned a Borough vehicle for their use while on Borough business. Otherwise, employees shall use vehicles assigned to their Department or Division or those drawn from the motor pool. Employees may use their personally owned vehicle for Borough business only with the prior written approval of the Borough Administrator.
3. Employees shall not use Borough vehicles for personal use.
4. The cost of fuel or other expenses directly related to a Borough owned vehicle paid for by an employee will be reimbursed by the Borough with proper documentation.
5. Employees who use their own vehicles for Borough business shall receive a mileage allowance in accordance with the current IRS standard auto business allowance to cover the cost of fuel, oil, depreciation and insurance. Expenditures for tolls and parking may also be claimed. Claims for reimbursement must be approved by the employee's Department Head prior to submission to the Finance Department. Employee insurance coverage for vehicles used for Borough business must be adequate to cover not only damage to the vehicle and property damage in the event of an accident, but also injuries sustained by individuals as a result of the accident.
6. Every employee whose duties require the operation of a vehicle on Borough business shall be required to possess a valid New Jersey driver's license and not in suspension in any other state. Any fines incurred as a result of driving or parking violations shall be paid by the employee.
7. Using a Borough vehicle under the influence of alcoholic beverages and or drugs is prohibited and is grounds for termination of employment.

8. An employee using a Borough vehicle is responsible for its proper maintenance. Any malfunctions or maintenance requirements must be reported to the Department of Public Works.
9. A report of any accident, regardless of the extent of damage or the lack of injuries, must be made if a Borough vehicle, or personally owned vehicle used for Borough business, is involved. The report must be made to the employee's supervisor within 24 hours of the incident. The supervisor is to forward the completed report to the Borough Insurance Claims Coordinator. In the event of an accident, employees are expected to cooperate fully with the authorities. However, employees should make no voluntary statement other than in reply to questions of investigative officers.
10. Certain employees, due to the nature of their duties may receive written authorization from their Department Head for vehicle access on a 24 hour a day basis for Borough business.
11. Unless an employee receives permission from the Borough Administrator, Borough owned vehicles shall be used only on official business and all passengers must be on Borough business.
12. Vehicles may be taken home only with advance approval of the Borough Administrator except the Mayor may also grant temporary approval to facilitate responses to after-hours emergency call. When an employee takes home a Borough vehicle, it is to be used only for official Borough business; any other use is not permitted. At no time shall children be in the Borough vehicle when responding to an emergency. Any violation of this policy constitutes cause for disciplinary action.

2.14 WEATHER/TRANSPORTATION EMERGENCY POLICY

Intent: To define the procedure for declaration of Weather/Transportation Emergency and to clarify the responsibilities of all employees upon such declaration.

Policy: The Borough of Stone Harbor is responsible for the performance of governmental functions essential to the residents of the Borough. Accordingly, it is expected that all employees be present at their work stations to perform their duties during scheduled hours. The Mayor or the Mayor's designee may declare a Weather/Transportation Emergency when the severity of the crisis makes it extremely difficult or impossible for employees to report to work. This policy does not apply to essential employees, such as Police, Emergency Dispatchers, Public Works, or OEM personnel.

Notes:

1. The Mayor may declare a Weather/Transportation Emergency upon either of the following:
 - a. The Governor of the State of New Jersey declares a State of Emergency @ which directly impacts the Borough of Stone Harbor.
 - b. A review of the local weather reports, advice from the Stone Harbor Office of Emergency Management, and personal observation of local conditions.