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## **POLICY FOR USE OF TOWNSHIP VEHICLES (NON-LAW ENFORCEMENT)**

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The Township owns and maintains a fleet of vehicles ("Township Vehicles") that are used in furtherance of the business of the Township. The following policy governs the use of all Township Vehicles (with the exception of vehicles utilized for law enforcement purposes) and supersedes all other vehicle policies previously in effect. Any employee violating the provisions contained herein will be subject to disciplinary action, up to and including termination, in accordance with applicable laws and regulations. Violations of this policy may also result in the denial of indemnification and/or defense by the Township to the employee in any civil or criminal matter brought in any Court arising from improper use of a Township vehicle. The Township also expressly reserves its right to seek indemnification and/or contribution from employees (including their personal automobile insurance policies) found to have acted in violation of this policy to the maximum extent permitted by law.

Driving Privileges and Licensure. The use of a Township Vehicle by an employee is subject to the approval and discretion of the Township Administrator. Any employee operating a Township Vehicle must have, in his or her possession, a valid New Jersey driver's license.

A. Employees are required to file a copy of a valid driver's license with the Township prior to the use of a Township Vehicle.

1. Upon request, an employee must provide a copy of his/her driver's license or other required documents within twenty-four (24) hours of said request.
2. Employees shall inform the Township within twenty-four (24) hours of any changes in the status of his/her driving privileges.
3. Failure to comply with the requirements of this section will result in an immediate suspension of an employee's privilege to operate a Township Vehicle and may also result in the denial of indemnification and/or defense by the Township to the employee in any civil or criminal matter brought in any Court arising from the use of a Township Vehicle while said employee's driving privileges were suspended or revoked.

B. The Township reserves the right to obtain a driving abstract record from the New Jersey Motor Vehicle Service Commission or other regulatory and law enforcement agencies.

1. The Township reserves the right to suspend an employee's Township driving privileges if the Township deems necessary based on the employee's driving record.
2. The Township shall utilize information obtained pursuant to this section only for the purposes of furthering the objectives of this Policy and for no other reason and will not reveal personal or other information contained in an employee's driving abstract record to any party except where required by applicable law.

C. The Township occasionally offers safe driving courses and reserves the right to compel employee attendance at such courses.

D. If requested by the Township Administrator or Human Resource Director, the employee must agree to consent to a simulated road test to determine his/her fitness to safely operate a vehicle.

E. In the event that the employee is under the influence of any medication (prescribed or over the counter) that might impair his/her ability to safely operate a vehicle, he/she must refrain from driving until he/she notifies the Township and awaits clearance to resume driving.

Official Use Only. Unless approved by the Township Administrator and/or Township Committee, the use of Township Vehicles is restricted to official Township business only. Employees shall not be permitted to use Township vehicles for travel or activity unrelated to Township business. Likewise, no supervisor may authorize such use or any use of a Township Vehicle for other than Township business or use which is otherwise inconsistent with this policy.

Township Vehicles assigned to employees under this policy are to be operated only by the employee while acting within the scope of his/her employment. No employee shall authorize or permit any other non-Township employee, including but not limited to family members of the employee, to operate or ride as a passenger in an assigned Township Vehicle, unless said passengers are assisting in the official business of the Township.

Location of Vehicles. Employees who are assigned the regular use of a Township Vehicle for official business may, with written permission of his/her Department Head, take the Township Vehicle home at night and keep said vehicle at home while off duty.

If the employee will be absent from duty for more than two (2) working days, or more than five (5) consecutive days, including weekends and holidays, he/she must surrender the Township vehicle to his/her direct supervisor unless directed otherwise. An employee storing the vehicle at his/her residence must provide safe parking for the vehicle at all times.

Commuting. The use of a Township Vehicle for driving to and from work is voluntary and does not entitle the employee to compensation or pay while engaged in that activity.

Accidents and Incidents. Prior to operation of any Township vehicle, employees must consult his/her Department Head and/or Township Administrator as to the appropriate steps to take if he/she becomes involved in an accident (filling out accident reports, obtaining witness names, etc.)

A. In the event of an incident or accident involving the use of a Township Vehicle, employees must immediately contact their supervisor and/or Department Head and/or Township Administrator. All required reports and documentation must be submitted to the Township Administrator within two (2) business days of receipt.

B. An employee may be required to submit to an alcohol or drug screening test following an accident or incident if there is a reasonable suspicion to believe that the employee's use of drugs or alcohol may have contributed to the cause of the accident or as otherwise required by law or other policy of the Township.

Citations and Violations. Operators of Township Vehicles are expected to follow all laws, regulations and rules proscribed by the Motor Vehicle Commission. Drivers are responsible for paying any moving violation tickets and MUST notify the Township of said violations within forty-eight (48) hours of receipt of said ticket (regardless of the employee's decision to contest such ticket in municipal court). Drivers are responsible for paying all parking tickets incurred. The Township should be notified of the receipt of a parking ticket within 48 hours of receipt of said ticket.

Drivers are responsible for all "Notice of Delinquent Toll Payment Violations" (including but not limited to EZ-Pass). Upon having been notified of said violation, either by direct mail or notice from the Township, an employee shall, within ten (10) business days of such notice, provide acceptable proof to the Township that the outstanding toll and any related fees have been paid.

General Policies and Procedures. Employees authorized to use a Township Vehicle for official business must adhere to the policies and procedures set forth in this Policy. Failure to comply with the provisions below will result in a loss of privileges:

A. Drivers must ensure that all required documents (driver's license, LD. badge/card, registration, insurance card) are in their possession while operating the vehicle. Vehicle registration and insurance cards should be kept in a locked compartment of the vehicle when not in use.

B. Employees assigned exclusive use of a Township Vehicle are responsible for scheduling all repairs and manufacturer recommended maintenance with the Township, in order to maintain all manufacturers' warranties (including routine oil changes).

C. Vehicles are to be kept clean at all times and should be washed and vacuumed regularly (unless prohibited by the New Jersey Department of Environmental Protection or other similar regulatory body).

D. No smoking is allowed in Township Vehicles at any time.

E. In accordance with N.J.S.A. 39:4-97.3 and any other applicable statutes and regulations, the use of hand-held phones or electronic devices (BlackBerry, navigation systems, etc.) while driving Township Vehicles is prohibited. This prohibition includes the sending or reading of e-mails, text messages and other similar communications.

F. All occupants must wear seat belts at all times when the vehicle is in use and observe all road safe rules and regulations, such as "Wipers On, Lights On."

G. Employees are expected to operate vehicles in a safe and courteous manner at all times and are expressly reminded to avoid tailgating or other unsafe practices.

H. Employees are reminded of the risks inherent from driving while drowsy. In the event that a driver becomes tired while operating a vehicle, he/she should pull off the road and seek appropriate assistance.

Violation of this policy may result in disciplinary action up to and including the suspension of the employee's privilege to operate a Township Vehicle and/or termination.