

USE OF MUNICIPAL PROPERTY (VEHICLES AND EQUIPMENT)

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using Town property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. A Town vehicle should be used whenever possible for official business.

With the exception of vehicles assigned to personnel on a 24-hour basis, all Town vehicles are to be used for official business only. Vehicles assigned on a 24-hour basis may not be driven by non-Town employed persons when the Town employee is not in the vehicle. Vehicles may not be used for any personal use. Personal use of a Town vehicle shall be cause for disciplinary action up to and including removal from employment.

Those persons assigned a vehicle on a 24-hour basis will have an income tax liability for the value of the personal use of the car. This reporting will be calculated based on what is known as the "Fair Market Approach." The reporting will require the submission of records regarding the business and personal use of the vehicle.

Those persons assigned a vehicle for commuting to/from work shall have a fringe benefit value added to the gross income reported on the employee's W-2 unless the vehicle meets the "qualified non-personal" vehicle criteria specified by the Internal Revenue Service.

Only authorized personnel may be transported in Town vehicles. No family member or private citizens shall be transported in a municipal vehicle. An exception to this requirement will be the transport of persons in police vehicles in the line of duty as authorized by the Chief of Police or his designated Command Officer. No Town vehicle may leave the State of New Jersey without prior written authorization of the Mayor or Public Works/Business Administrator.

Employees must notify their supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The employee's supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination of employment.

Vehicle Operation Requirements

In operating Town vehicles and equipment, employees must abide by the following:

1. Assigned drivers are responsible for insuring that the vehicles and equipment are kept clean, in good operating condition and are serviced in accord with department maintenance schedules;
2. Assigned drivers must have a valid State Driver's License and, if required, a Commercial Driver's License which authorizes them to operate equipment that requires a Commercial Driver's License. The Town reserves the right to request the employee's Driver's license number and to verify that the license is valid prior to allowing any employee to drive a Town vehicle;

3. Municipal vehicles may only be driven by the persons they are assigned to;
4. Vehicles shall be used in accordance with department procedures; and
5. Assigned drivers are prohibited from using hand-held cellular telephones or texting while driving Town vehicles or while driving on Town business.

Reporting Abuse Of Municipal Vehicles And Equipment

Employees must report the abuse of Town vehicles and equipment. To report the abuse of Town vehicles and/or equipment, the employee must contact his or her Department Head. The individuals reporting must identify themselves. The Department Head will log the complaint in writing, investigate and submit a formal report to the Public Works/Business Administrator.

Vehicle Or Equipment Accident

An employee who is involved in an accident, who damages Town equipment, or who damages the equipment or property of other persons in the performance of his/her duties must immediately report the accident and/or damage to his/her Department Head and the local police, no matter how minor the accident, regardless of whether it involves property, other vehicles or personal injury. The Department Head will, in turn, immediately advise the Public Works/Administrator. An accident that results in injury to the employee must be brought to the attention of the Public Works/Business Administrator or designee to facilitate compliance with health and safety regulations.

The operator shall obtain all pertinent information pertaining to persons and vehicles involved in the accident, including:

1. All drivers' names, addresses and drivers' license numbers;
2. All passengers' names and addresses;
3. All vehicle license plates numbers;
4. Insurance policies, names and numbers; and
5. All witnesses' names and addresses.

The Department Head will oversee and/or assist the operator in completing a written report. The operator shall prepare and sign all report forms required by New Jersey Law. The completed accident report form shall then be submitted to the Public Works/Business Administrator. Failure to report a motor vehicle accident will result in disciplinary action.

Tickets Issued To Municipal Employees

All tickets issued to Town employees while operating a Town vehicle shall be reported to the Department Head. All tickets issued to Town vehicles while being used by a Town employee shall be the responsibility of the employee using the vehicle at the time the ticket was given.

Use Of Municipal Property

Employees are responsible for taking care of any equipment assigned to them. Supplies are to be properly used. Employees shall not remove, or in any way assist in the removal, of supplies, materials, goods or equipment belonging to Town offices, unless such removal has been authorized in advance, in writing, by the Public Works/Business Administrator. Employees are not to use equipment, copiers, faxes, scanners, supplies, postage, or other materials of the Town for personal use or appropriate them for use by any third party.

Unauthorized use or removal of municipal equipment and supplies may be cause for disciplinary action up to and including termination of employment.