

TOWN VAN POLICY:

SECTION I : PURPOSE:

To generally describe the allowed uses of the 15 passenger van owned by the Town, and to establish guidelines for its maintenance, storage, and operation. These guidelines include, by reference, all the policies and rules established in the Town of Windham Vehicle Policy, #WIN 5:00:04:91, adopted in April, 1991. The following guidelines and procedures are extensions of the above referenced policies already in effect.

SECTION II : OWNERSHIP:

- A) The van shall be under the general direction and control of the Town Administrator.
- B) The Town Administrator, or his designee, shall schedule the use of the van as appropriate and in accordance with the provisions of these guidelines. If the Town Administrator has a request to use the van for any purpose other than that which is explicitly allowed by these guidelines, he shall first seek the approval of the Board of Selectmen for such use.

SECTION III : AUTHORIZED USES:

The following is an officially authorized list of uses for the van. Although each of the items listed is an appropriate use of the town van, the primary use of this vehicle is for the transportation needs of the senior citizen residents of the Town as intended by vote of the 1998 Town Meeting. If a conflict arises concerning the use of the van, the Town Administrator shall give preference to use by the seniors when possible.

- A) Use by the Town for the purpose of transporting any resident of Windham, seniors as well as non-seniors, to doctor visits, food shopping, general shopping, etc.
- B) Transportation for trips sponsored by a Town governmental organization.
- C) Transportation for any Town staff or committee members for the purpose of attending training or seminars, provided that the number is sufficient enough to warrant the use of the van as opposed to the use of a car.

SECTION IV : AUTHORIZED DRIVERS:

Any individual who drives the town van must do so in full accordance with the Town of Windham Vehicle Policy, as well as the following additional requirements:

- A) The individual must possess a current valid Driver's License.
- B) The individual must attend any required training to operate the van's equipped handicap accessible lift and demonstrate their ability to operate same
- C) The Town will conduct a criminal background and driver's record check of each potential driver. The information from these reports will be used by the Town Administrator when determining an individuals suitability to drive.

D) Each individual shall first be approved by the Town Administrator prior to being declared an authorized driver of the van.

SECTION V : MAINTENANCE:

- A) The Town shall establish an account with the Town's gasoline supplier, and shall purchase any necessary fuel through this source.
- B) The Town Administrator shall assure that the van receives appropriate preventative maintenance, including fluid changes, brake and tire inspections, etc.
- C) The Town Administrator shall establish a budget account for maintenance of the van as well as for fuel in the General Government Budget.

SECTION VI - AMENDMENTS:

This policy may be amended from time to time by the Board of Selectmen at a regularly scheduled Selectmen's meeting.

SECTION VII - ADOPTION:

This policy shall take effect immediately upon adoption of the Board of Selectmen.

Adopted by the Board of Selectmen - July 6, 1998

**Charles E. McMahon
Douglass L. Barker
Carolyn B. Webber
Margaret M. Crisler
Galen A. Stearns**
Board of Selectmen

Amended by the Board of Selectmen - August 3, 1998

**Charles E. McMahon
Douglass L. Barker
Carolyn B. Webber
Margaret M. Crisler
Galen A. Stearns**
Board of Selectmen