

TOWN VEHICLE POLICY:**SECTION I : PURPOSE:**

To generally describe the proper use of Town owned vehicles those private vehicles that Town employees use as part of their general duties and responsibilities of their office. This policy shall be limited to those vehicles assigned to non-emergency uses, specifically excluding Fire Suppression Equipment, Ambulances, and Police Cruisers when being operated in patrol or emergency situations.

SECTION II : AUTHORIZED USERS:

- A) Only those persons specifically designated by their Department Head may operate Town owned vehicles.
- B) Each designated operator shall possess a valid New Hampshire Operator's License for the type of vehicle to be operated.
- C) No person shall become a designated operator who has, within the past three (3) years:
 - 1. Been convicted of D.W.I. or Driving to Endanger;
 - 2. Had license suspended or revoked; or
 - 3. Been required to make a filing of Financial Responsibility with the State, except when waived by the Board of Selectmen for cause.
- D) Each individual will have their motor vehicle driver's record reviewed by the Windham Police Department prior to being authorized to drive.
- E) For all Town owned vehicles, only those individual employees who have the necessary licenses and certifications to operate a respective vehicle shall be authorized to operate such vehicle. For those times when a privately owned vehicle must be used, the owner of the vehicle shall be the operator of such vehicle unless the owner expressly authorizes another employee to utilize their vehicle. In no cases shall an individual who is not an employee of the Town of Windham be authorized to operate a Town or privately owned vehicle for the purposes of business operations.

SECTION III : REMOVAL OF OPERATING PRIVILEGES:

An employee's Department Head may, for just cause and/or any of the following specific reasons, revoke or suspend operating privileges at any time:

- A) Misuse of Town equipment;
- B) Failure to heed operating regulations;
- C) Allowing unauthorized persons to operate equipment; and/or
- D) Motor Vehicle record.

SECTION IV : AUTHORIZED PURPOSES:

Town owned vehicles must be used for purposes of carrying out normal Town business functions. No town vehicles shall be used for personal purposes unless explicitly authorized by the Department Head. Town purposes shall include the normal day to day activities of each respective department and shall be extended to include such activities as meetings, conferences, seminars, court cases, and training sessions.

The following guidelines shall be adhered to when operating a vehicle for Town business:

- A) Vehicles shall be operated in accordance with the Motor Vehicle Regulations of the State of New Hampshire and the Traffic Rules and Regulations of the Town of Windham.
- B) No vehicle shall be operated outside the limits of the Town without the express approval of the Department Head.
- C) Town vehicles are to be used only for OFFICIAL TOWN BUSINESS.
- D) All vehicles to be garaged only where designated by each respective Department Head.
- E) Where a personal vehicle is needed to perform Town Business, the owner shall be compensated at the approved IRS Federal rate, or as established by a collective bargaining agreement.

SECTION V : USE OF SEATBELTS:

Every occupant of a vehicle covered by this policy shall wear a seatbelt during all times that the vehicle is in operation and in motion.

SECTION VI : PASSENGERS:

Passengers shall be allowed to ride in vehicles covered by this policy , provided that the passenger is a Town employee, or if a non-employee or volunteer, has cause to be accompanying the occupant(s) of the vehicle to a Town sponsored function or activity, such as a meeting, conference, or seminar.

SECTION VII : SPEED OF OPERATION:

Except for public safety and emergency vehicles during times of emergency operations, all Town owned vehicles and those personal vehicles used for Town business purposes shall be operated as to obey all speed limits and traffic rules.

SECTION VIII : MAINTENANCE AND UPKEEP:

- A) The designated operator assigned a particular vehicle shall be responsible for all regular maintenance and upkeep of said vehicle
- B) Gasoline shall be obtained only from the Town gasoline supply, or another source explicitly designated by the Department Head.

C) Lubrication and regular maintenance shall be obtained only from the source designated by the Selectmen or Department Head.

D) Accidents are to be reported to the Department Head, with a copy sent to the Board of Selectmen, immediately by the operator of the vehicle at the time of the accident. Reports are to be in writing on forms approved by the Town's insurer.

SECTION IX : AMENDMENTS:

This policy may be amended from time to time by the Board of Selectmen provided the proposed amendments are posted in two public places for a minimum of 14 days prior to a public hearing on the proposals.

SECTION X : ADOPTION:

This policy shall be construed to be the official Vehicle Policy of the Town of Windham, and has been adopted by the Board of Selectmen on this 8th day of April, 1991.

SECTION XI : DEPARTMENT POLICIES:

Nothing contained herein shall prohibit the establishment of individual departmental rules and regulations concerning the operation and usage of vehicles used for the normal operations of one's employment with the Town of Windham, provided these departmental regulations are not inconsistent with the above. Attached to this policy are the departmental usage policies of the fire, police, building, and solid waste departments.

SECTION XII : ELECTED OFFICIALS/AUTHORIZED VOLUNTEERS:

Notwithstanding the other sections of this policy, if an elected official or volunteer is authorized to drive a Town vehicle by the controlling Department Head, or use their private vehicle for Town business purposes, they shall comply with this policy to the extent required by Town employees.

Adopted by the Board of Selectmen - April 8, 1991

**Edward J. Milan
Elizabeth A. Dunn
Frederic H. Noyles
Patrick W. Wallace
Charles E. McMahon**
Board of Selectmen

Re-codified and affirmed by the Board of Selectmen - May 11, 1998

**Charles E. McMahon
Douglass L. Barker
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Board of Selectmen

Amended by the Board of Selectmen - November 9, 1998