

# WASHINGTON TOWNSHIP MOTOR VEHICLE USE POLICY

Approved: 11/3/2008

Washington Township vehicles (also known as "Government" vehicles) are to be solely used for the purpose of conducting government business and/or delivering government programs and services.

## PRINCIPLES

- Government vehicles are only to be used by authorized drivers for the purposes of conducting government business.
- Elected officials, employees and contractors who operate a government vehicle must adhere to safe driving practices and possess a current valid driver's license.
- Washington Township will ensure ALL Township owned vehicles are properly maintained.

## DEFINITIONS

### **Contractor**

Any company or individual who is under contract to provide services to Washington Township or its public agencies.

### **Driver**

Any person who operates a Washington Township vehicle.

### **Employee**

An individual that is employed by Washington Township or one of its public agencies.

### **Government Vehicle**

Any vehicle or mobile equipment (including boats, all terrain vehicles and snowmobiles), which have been purchased, rented or leased with Washington Township funds or is titled under the name of Washington Township.

### **Personal Use**

Any use of a government vehicle for purposes other than to deliver government programs and services.

## ACCOUNTABILITY AND AUTHORITY

The Washington Township Board of Trustees shall approve program provisions and any exceptions to this policy and will ensure that adequate and proper insurance coverage is maintained on all government vehicles

Nothing in this policy shall in any way be construed to limit the prerogative of the Washington Township Board of Trustees to make decisions, or take actions respecting the use of government vehicles outside the provisions of this policy.

## Schedule A: Motor Vehicle Use Provisions

### **1. Use of Washington Township Vehicles**

Washington Township vehicles are only to be used for conducting government business. Under no circumstances will employees use government vehicles for personal use.

Township owned vehicles MAY be made available to local governmental entities for government sponsored events. The Washington Township Board will determine **IF** a trip charge will be assessed which may not exceed the current IRS Mileage Reimbursement Rate.

### **2. Driver Qualifications**

Every driver of a government vehicle must possess a valid and appropriate class of driver's license to operate the type of vehicle they have been assigned. A driver is required to show proof of license and provide a copy of the driver's license to the Township Supervisor or Transportation Coordinator.

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### **3. Parking**

Government vehicles shall park in government-reserved spaces. Drivers must adhere to all local parking rules and regulations when parking outside of the Washington Township parking lot. Any ticket issued for improper parking of a government vehicle will be the responsibility of the driver.

### **4. Driver Conduct**

In accordance with, relevant traffic legislation and by-laws, drivers shall obey all traffic rules when operating a government vehicle. Under no circumstances, will Washington Township pay any parking tickets or fines related to traffic violations that occurred while an individual was operating a government vehicle.

### **5. Accidents Involving Government Vehicles**

The driver of a government vehicle will be required to immediately report any accident to the Washington Township Supervisor or Washington Township Clerk. The driver involved in an accident will be required to complete a *Vehicle Accident Report* and return it to the Supervisor or Clerk's office as soon as reasonably possible. Accidents involving injuries or death **MUST** be reported immediately to the Washington Township Supervisor or Washington Township Clerk.

### **6. Administrative Procedures**

Each government department must designate an employee to keep a record detailing the use of government vehicles, in a log form. Any employee or contractor wishing to use a government vehicle must sign the log form and provide the following information:

- Name
- Date
- Departure time
- Destination

Upon returning, the keys must be left with the appropriate individual and the log form be signed with the arrival time.

### **7. Leasing / Renting of Vehicles**

Washington Township may lease and / or rent vehicles, where it is cost effective, and with the authorization of the Washington Township Board of Trustees. Vehicles may be leased when they are needed for specific and temporary projects.

### **8. Use of Privately Owned Vehicles**

The use of privately owned vehicles on government business must be pre-authorized by the department head or Supervisor. Privately owned vehicles **MUST** be covered by personal auto insurance and proof of insurance **MUST** be provided to be eligible for use and reimbursement.

When travel requires employees to use their personal vehicle they will be reimbursed for mileage based on the current IRS Mileage Reimbursement Rate. Employees who choose to use their own vehicle when a more economical mode of transportation is authorized are entitled to reimbursement for fuel only. When mileage expenses are claimed a mileage report sheet is to be submitted with the travel expense report.

### **9. Use of Pace Municipal Vehicles**

Township vehicles leased through Pace Municipal Bus **MAY** be made available to local government entities for purposes as outlined per the Pace agreement. Only certified Pace drivers will be allowed to operate the bus. The Washington Township Transportation Director will determine the costs associated with these trips which **MAY** include fuel, mileage charges and drivers salary.