

## Vehicle Use Policy

It is the policy of the Town of Trempealeau that certain positions require employee access to Town vehicles. Town vehicles are not personal vehicles and are not for personal use. Town vehicles should be viewed as belonging to the citizens of the Town and are utilized for the purposes consistent with providing services to those citizens.

This policy applies to all Town employees who are afforded the use of Town vehicles. The purposes of this policy are as follows:

- To encourage safe operation of Town vehicles
- To set forth the guidelines under which Town vehicles may be used
- To minimize transportation costs and liability

The following procedures are considered to be minimum standards for Town vehicle use.

### Rules Governing Use of Town Vehicles

1. Town vehicles may only be used for legitimate Town business.
2. Town vehicles may not be used to transport any individual that is not directly or indirectly related to Town business. Passengers shall be limited to Town employees and individuals who are directly associated with Town work activity (board members, contractors, etc.).
3. Town employees and all passengers must wear seatbelts in vehicles so equipped during operation of the vehicle.
4. Town employees are prohibited from using text messaging, email or any similar form of electronic communication while operating a Town vehicle.
5. Town employees are prohibited from using a cell phone while operating a Town vehicle unless such use is through a hands-free device.
6. The only exception to the above prohibitions is an emergency call placed to 911 for situations such as a fire, traffic accident, road hazard or medical emergency. In such cases, the communication should be as short as reasonably necessary to communicate the nature of the emergency, location, etc.
7. No smoking is allowed in any Town Vehicle.
8. Vehicles should contain only those items for which the vehicle is designed. The Town shall not be liable for the loss or damage of any personal property transported in the vehicle.
9. Employees are expected to keep Town vehicles clean, and to report any malfunction or damage immediately to his supervisor.
10. Employees are expected to park vehicles in safe, legal locations.

11. Employees must turn the vehicle ignition off, remove the keys, and lock the vehicle when left unattended outside of the Town Shop.
12. Employees who operate municipal vehicles shall have a valid Wisconsin motor vehicle operator's license and of the class required for the specific vehicle being operated.
13. All operators of vehicles that require a CDL must be tested for drugs and alcohol as provided by US DOT regulations and the Town's drug/alcohol policy.

#### Garaging of Vehicles

All municipal vehicles shall be garaged at the end of each day in the Town Shop. No vehicles are to be taken home at the end of the workday unless directed otherwise by the Town Chairman.

#### Reporting of Accidents

Whenever a municipal vehicle is involved in an accident, or subject to damage, the employee operating the vehicle is required to immediately notify his immediate supervisor. An Accident Report must be filed with the Clerk's Office within one business day of the accident.

Adopted by Town Board on December 9, 2015

Effective Date: December 9, 2015

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Ken Farley, Town Chairman

/s/

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David Prondzinski, Town Supervisor

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Ted Konkel, Town Supervisor