

TOWN OF GALEN

VEHICLE AND EQUIPMENT USAGE POLICY

PURPOSE

The purpose of this policy is to define the responsibilities and rules for the use of all vehicles and equipment owned by the Town of Galen in Wayne County, New York. This policy applies to all Town personal, elected or appointed and regardless of their level or scope of responsibility. This Policy, effective on **January 11, 2021**, supersedes all previous Town of Galen Vehicle or Equipment Policies.

USE OF TOWN OWNED VEHICLES BY TOWN EMPLOYEES - GENERAL RULES

Employees and elected officials who are approved to drive a Town owned vehicle must fully comply with all terms and conditions set forth within. Except as provided in the Special Rules section set forth below, all Town owned vehicles shall be used only for Town business and shall be parked on Town property when not in use. Smoking or the use of tobacco products and alcoholic drinks is strictly prohibited while in or operating a Town vehicle. In addition, consuming food or drink while operating a town owned vehicle is also prohibited. Policy violations will be dealt with on an individual basis.

RULES OF THE ROAD

Employees that are given permission to drive a Town vehicle shall abide by all Vehicle and Traffic laws of the State of New York. Driving permission can be granted by the Highway Superintendent, Deputy Highway Superintendent or the Town Supervisor. Approved drivers shall maintain up to date certified licensing levels, eye tests, physicals and drug testing if required.

SPECIAL RULES-VEHICLES

The Galen Town Highway Superintendent has been assigned a pickup truck for general use and this vehicle may be driven to their residence during and after the work day hours. This **Special Rule** is in effect for the sole purpose that the Superintendent may have access to the Vehicle during an emergency situation, investigation, constituent inquiry, or any other event that requires a direct response with the said vehicle. The required destination, as it is associated with the Special Rule, shall be for official Town business only.

INCIDENT OR ACCIDENT REPORTING

Upon the occurrence of an incident or accident involving a Town owned vehicle, the driver of the vehicle shall immediately notify the Department Head and or Town Supervisor. Additionally, within 24 hours of the incident or accident, the driver is required to complete the Town's Incident or Accident Report. These Forms are available at the Town Clerk's office. In the event of bodily injury due to an accident, the driver or passenger(s) shall, when possible, provide a written detailed account of the injury in the Accident Report.

TOLL ROADS

Employees that drive Town of Galen vehicles should avoid pay toll roads when possible. The New York State Thruway requires an "EZ-Pass" method of payment for use of that Highway. If a toll road access is required, the pre trip arraignments shall be conducted by the Town Clerk to acquire the correct vehicle pass.

USE OF TOWN OWNED EQUIPMENT BY TOWN EMPLOYEES

The use of Town equipment is limited to functions of employment while on the job and under the direction of the Highway Superintendent or the Deputy Highway Superintendent. Equipment in which is the property of the Galen Township or under assignment to the Town, such as; rental or leased equipment or tools, shall be for the sole purpose of Town employment and not for personal use of any kind.