	Town of Plymouth **VEHICLE USE POLICY**
Effective Date	June 28th, 2011
Expiration Date	None
Date Last Revised	November 10, 2008, January 23, 2001, November 19th, 2008
Town Manager	June 14th, 2011
Selectmen Vote	June 28th, 2011

VEHICLE USE POLICY

The Vehicle Use Policy provides for the administration of the use of town owned vehicles and privately owned vehicles by town employees and town officials in the conduct of town business. Since commuting to and from work is not considered town business, a public vehicle may not be used for this purpose (except as outlined below). Employees using vehicles for conferences must complete the Work Related Travel Approval Form.

Purpose:
To establish guidelines and procedures regulating the use of town owned vehicles and privately owned vehicles for the purpose of official town business and/or while carrying out town employment responsibilities.

Overall Policy Guidelines:

1. This Vehicle Use Policy is established by the Town Manager under the general authority granted by the Board of Selectmen. It may be revoked, rescinded, or rewritten by the Board of Selectmen.
2. This policy governs the use of all town owned vehicles and private vehicles used for town related business and is administered concurrently with the Work Related Travel Approval Form.
3. This policy limits all use of town owned vehicles and privately owned vehicles being used for town business, to properly licensed town employees and officials who have obtained appropriate authorization for that use.
4. Employees are required to annually provide proof of a valid driver's license to Human Resources if they are performing any work related travel, either in private vehicles or public vehicles.
5. The Town Vehicle Pool is established, staff town wide will comply with the sharing of vehicles and the procedures associated with the program.
6. Department Heads are responsible to the Town Manager for a full accounting of all municipal vehicles usage and/or private vehicles used for business related purposes.

TOWN OWNED VEHICLES:

a. Town vehicles should be viewed as belonging to the citizens of Plymouth and are assigned solely for purposes consistent with providing services to those citizens.

b. This policy limits the use of Town Owned Vehicles for town related business only.
c. All municipal vehicles shall be parked at the end of each shift in assigned areas.
d. The assignment of Municipal Vehicles during work time use is based upon job responsibilities. Department Heads that have municipal vehicles available for this purpose may assign such vehicles in a manner consistent with departmental workload and employee function.
e. The use of all town vehicles assigned to the Fire and Police Departments is administered by the Fire and Police Chiefs in accordance with the provision of M.G.L., Chapter 48, Section 42A and Chapter 41, Section 97A.
f. Proper authorization is required for the use of all town owned vehicles
g. The Department Head is responsible for the municipal vehicle use, including ensuring that employees leave the interior of the vehicle clean and store the vehicle in the proper location.
h. Using town owned vehicles for commuting to and from work is not allowed, except in the case of the Police Chief, Fire Chief, Harbor Master, Emergency Operations Director, Public Works Director, Highway Manager, and Maintenance Superintendent due to their 'on call' status. When commuting, vehicle use is limited to travel to and from the residence and place of work. The vehicle should be driven over the most direct route taking into account road and traffic conditions. The vehicle shall not be used for personal reasons.
i. No town vehicle, except those authorized for commuting purposes, are to be taken home at the end of the workday, without express permission granted by the Town Manager on an exception basis when it is related to business travel.
j. The use of a town owned vehicle for commuting purposes as outlined in (h) above, may be delegated to an appropriate representative as determined by the Town Manager.
k. Fuel for town vehicles is available at the highway garage, police station, fire headquarters, and Cedarville fire station.
l. If there will be any Town Vehicle related travel expenses (fuel, tolls, parking, etc), the employee must have prior approval from the Department Head (or, in the case of a Department Head, s/he should receive sign-off from the Town Manager or his/her designee). Reimbursements will only occur if the travel was approved and the appropriate receipts are submitted. If an employee does not have authorization and receipts, they will not be reimbursed for any related expenses.

PRIVATELY OWNED VEHICLES USED FOR TOWN BUSINESS

a. This policy provides for the reimbursement of reasonable expenses incurred as a result of personal automobile use on town business.
b. Approval from the Department Head must be obtained prior to any such use of a personal vehicle for town business, (or, in the case of a Department Head, s/he should receive sign-off from the Town Manager or his/her designee).
c. Before using a privately owned vehicle for travel the employee must first check to see if a vehicle is available in the vehicle pool, this can be done by checking with the Town Manager's Office or the Fleet Administrator.

d. The Department Head is responsible to ensure the appropriate funds are available to reimburse the employee for his/her use of a private vehicle for work related activities.
e. As long as prior approval is received and supporting documentation is adequate to the Finance Department, the employee will be reimbursed for mileage at the IRS rate posted at the time of their travel.
f. Other related travel related expenses (tolls, parking, etc) must also be approved and must be accompanied by the appropriate receipt for reimbursement to occur.
g. If an employee does not receive prior approval to use a personal vehicle for town business, they will not be reimbursed for any related expenses.

RELATED DOCUMENTS

Work Related Travel Approval Form (for conferences or overnight travel)

TOWN OF PLYMOUTH
WORK RELATED TRAVEL
APPROVAL FORM

This form must be completed in order to attend any conference for which the employee may need to submit travel reimbursements (fuel, lodging, meals, registration fees, other transportation costs, etc).

DEPT: _____ EMPLOYEE: _____

DATES: (from) _____ (to) _____

LOCATION: _____

REASON FOR TRAVEL: _____
(be as specific as possible)

BENEFIT TO THE TOWN: _____
_____

COSTS

Using a Town Vehicle ____ Number of Miles _____ Related Costs $ _____

Using a Private Vehicle: _____ Number of Miles _____ Related Costs $ _____

Acknowledgement that Vehicle Use Policy has been read & understood:

Signature _____

Lodging Expenses $_____ Registration Fee $_____ Parking: $ _____

Meals $_____ Other Costs (specify, ie tolls) _____

Supervisor: Approved/Denied Date: _____

Dept. Head Approval:
Budgeted in Line Item _____

Finance Director Approval:
Approved ____ Denied _____

Not Budgeted – funds to come from: _____
Date: _____

Date: _____

Dept. Head Signature _____ Finance Director Signature _____

TOWN OF PLYMOUTH
WORK RELATED TRAVEL
APPROVAL FORM

This form must be completed in order to attend any conference for which the employee may need to submit travel reimbursements (fuel, lodging, meals, registration fees, other transportation costs, etc).

DEPT: _____ EMPLOYEE: _____

DATES: (from) _____ (to) _____

LOCATION: _____

REASON FOR TRAVEL: _____
(be as specific as possible)

BENEFIT TO THE TOWN: _____

CHECKED TO SEE IF A TOWN VEHICLE IS AVAILABLE FOR TRAVEL(Patrick O'Brien's Sign-off)_____

COSTS

Using a Town Vehicle _____ Number of Miles _____ Related Costs $ _____

Using a Private Vehicle: _____ Number of Miles _____ Related Costs $ _____

Lodging Expenses $_____ Registration Fee $_____ Parking: $ _____

Meals $_____ Other Costs (specify, ie tolls) _____

Employee Acknowledgement that Vehicle Use Policy has been read & understood:

Signature _____ Date: _____

Supervisor: Approved/Denied Date: _____

Dept. Head Approval: Approved _____ Denied_____
Budgeted in Line Item _____
Not Budgeted – funds to come from: _____
Dept. Head Signature _____ Date: _____

Town Manager Approval: Approved _____ Denied_____
Town Manager Signature _____ Date: _____

Finance Director Approval: Approved _____ Denied_____
Finance Director Signature _____ Date: _____