

TOWN OF JONESVILLE VEHICLE USE POLICY

A. SUBJECT: Town Vehicle Assignment and Use of Town Vehicles and Personal Vehicles for Business Purposes

B. PURPOSE: This policy establishes procedures regarding the assignment of Town vehicles, use of Town vehicles, and business use of private vehicles. This applies to all Town employees unless otherwise noted within the policy. This policy is also prepared according to the Federal Tax Act of 1985 and North Carolina G.S. 14-247, which establish procedures regarding reporting of income and withholding of taxes.

C. DEFINITIONS:

Assigned Vehicle: A Town-owned automobile or truck designated for the use of an individual employee in the normal performance of his/her duties but not authorized for take-home use.

Mileage Reimbursement: A per mile rate to compensate employees for the incidental, non-routine, or extraordinary use of a privately owned vehicle for official business, based on actual logged miles.

Take-Home Vehicle: A Town-owned automobile or truck designated for the use of an individual employee in the normal performance of his/her duties including the commute from home to work.

Vehicle Expense Allowance: A monthly cash payment to compensate selected employees, as determined by the Town Council, who are required to regularly use a personal privately-owned vehicle in the regular performance of their job duties and in conducting Town business.

D. VEHICLE USES:

1. Only Town employees or drivers on bonafide Town business and authorized by a department director may drive or operate Town vehicles or equipment.
2. Town-owned vehicles are to be used for official business only with reasonable consideration for use for meals, while in the course of performing business on behalf of the Town. For individuals assigned vehicles for overnight use, stopping between work and home to perform some minor personal business may be acceptable but any such use should be the exception rather than the rule, and only if the stop is directly in route from work to the employee's residence.

3. Town-owned vehicles are not assigned for nor shall they be used for the convenience of the employee with regard to transportation needs or other non-business activities except as determined by the Town Manager with concurrence of the Town Council.
4. Alcoholic beverages or any illegal drugs are not permitted in city vehicles at any time. Law enforcement personnel or lab personnel as approved by proper police authority may transport lawfully confiscated alcoholic beverages or drugs.

E. PROCEDURES:

I. Take-Home Vehicles

- a. For an employee to be authorized for the take-home use of a Town-owned vehicle, the employee must possess a valid North Carolina's driver's license, maintain a safe driving history, and meet one of the following tests:

<p>Test 1: The employee is:</p> <ol style="list-style-type: none"> (1) Subject to frequent after-hours emergency callback or other unscheduled work, and (2) Such unscheduled work involves the first response to a real or present threat to life or property requiring an immediate response, and (3) A specialized vehicle, tools, or equipment are required for the performance of emergency duties.

<p>Test 2: The employee is:</p> <ol style="list-style-type: none"> (1) Subject to frequent after-hours callback, and (2) Such callback arrangements are to locations other than the employee's normal duty station, and (4) A special vehicle, tools or equipment are required to perform after-hours assignments, and (4) An unacceptable delay in the response would result from the employee's return to the normal duty station to retrieve the needed equipment.

- b. Assignments are not permanent. When priorities or circumstances have changed, vehicles should be reassigned. All take home vehicle assignments must be reviewed and evaluated by the Department Heads and Town Manager annually beginning July 1st. The following conditions should be considered:
 - Requirements of the job.
 - Productivity.
 - Availability of Town vehicles.
 - Cost to the Town.
- c. No personal use of take-home vehicles is permitted. For the purposes of this policy, the daily commute to and from the employee's work location and normal meal periods within

on-duty hours are considered official use.

- d. No passengers may be transported in take-home vehicles except as required for official duties or as approved by the Department Head and/or Town Manager.
- e. Except as approved by the Town Manager, take-home vehicles may not be used for commuting travel outside the city limits.
- f. Employees permitted to take a vehicle home (commute) from their work station may do so for job-related reasons and not as a compensatory measure.
- g. Vehicles so assigned are not intended to be perceived as personal property or interpreted as a salary supplement or fringe benefit. The commuting costs of the use of a Town vehicle may be a taxable fringe benefit cost to an employee. Any vehicle not specifically designated as exempt under the 1985 Tax Act (Attachment I), may result in a taxable fringe benefit to the employee.
- h. The Town Manager or designee is responsible to compute the commuting cost of any non-exempt vehicle taken home by an employee and reporting this taxable benefit on the employees form W-2 at the end of each calendar year. The Town will only deduct FICA taxes on the cost of this benefit. No Federal or State Income taxes will be deducted by the Town, the payment of these taxes will be the responsibility of the employee, when his or her personal income tax return is filed. The gross cost of this benefit is not subject to state retirement deductions.

II. Mileage Reimbursement;

The Department Head and/or Town Manager may authorize mileage reimbursement for an employee who must utilize his/her personal vehicle to conduct Town business and who receives no other form of allowance, except as otherwise provided within this policy.

- a. Commuting mileage to respond to an after-hours call-back or unscheduled return to work is considered as official Town business.
- b. Claims for mileage reimbursement shall be made in accordance with current Travel Expense Reimbursement procedures.
- c. The standard rate of mileage reimbursement shall be in accordance with the Town's mileage reimbursement rate.

III. Vehicle Expense Allowance For an employee to be authorized to receive a Vehicle Expense Allowance, one of the following tests must be met:

Test 1:	The employee
(1)	Is on 24-hour call, and

- | | |
|-----|--|
| (2) | Is frequently required to work outside of normal business hours or respond to after hours emergencies, and |
| (3) | Does not require a specialized vehicle, tools or equipment, and |
| (4) | Is not assigned a take-home vehicle. |

Test 2:	The employee
---------	--------------

- | | |
|-----|--|
| (1) | Requires regular, frequent and extensive vehicle usage to perform regular job duties during normal business hours, and |
| (2) | Is not regularly assigned use of a Town-owned vehicle. |

- a. The dollar amount of the Vehicle Expense Allowance shall be established and reviewed annually through the budget process. Allowance amounts are to be determined based on the nature and extent of vehicle utilization required for official business.
- b. The Town Council shall review and approve all Vehicle Expense Allowances. The Town Manager is responsible for acting upon any change in duty assignment that would alter an employee's eligibility to receive or to discontinue receiving the Vehicle Expense Allowance.
- c. All costs of personal vehicle ownership, operation, and maintenance will be the responsibility of the employee.
- d. Employees authorized to receive the Vehicle Expense Allowances must possess a valid North Carolina driver's license, a current state inspection, a current vehicle registration, must have insurance of a type and level required by State law, and must maintain a safe driving history.
- e. The vehicle shall be appropriate for Town business, consistent with the duties and responsibilities of the employee.
- f. Except for infrequent incidences necessitated for personal vehicle maintenance or non-typical use of personal vehicle for business purposes, employees receiving the Vehicle Expense Allowance shall not normally be permitted use of Town-owned vehicles for business travel within the town limits and contiguous counties.
- g. For travel extending beyond a 30 mile (one way) radius from Town offices, the employee may (at his/her option) either (1) request per mile reimbursement for the entire trip at the Town's established mileage reimbursement rate or (2) request use of an Town-owned vehicle, if available.

F. DRIVER RESPONSIBILITIES / REQUIREMENTS:

- a. Each driver of any Town owned vehicle must have a valid North Carolina drivers/operator's license. Should an employee who drives an Town owned vehicle be

involved in an incident, on or off the job, where their license is suspended or revoked, the employee is obligated to inform their immediate supervisor and the Town Manager within 24 hours of the incident. Failure to inform the Town of a suspended or revoked license may result in immediate dismissal.

- b. Town employees, who drive vehicles weighing more than 26,000 pounds or a vehicle carrying sixteen (16) or more passengers, must have a valid Commercial Class B license with a passenger endorsement. Town employees who drive vehicles with a trailer must have a valid Commercial Class A license if required by law.
- c. Employees authorized to drive or assigned a Town owned vehicle are subject to an annual review of their motor vehicle driving record with the State of North Carolina. Those employees found to be of a high risk or who have failed to report violations and/or accidents to the Town will have their vehicle privileges revoked, thus; resulting in dismissal for employees in positions where vehicular transportation is deemed an essential job function.
- d. Employees are responsible for any vehicle or equipment assigned to them such as reporting unsafe operations or working conditions via a "Vehicle Repair Request" form available in each department or from Town Offices (see sample form attached).
- e. Employees shall allow sufficient time to reach destinations without violating speed limits or traffic laws. Employees must know and abide by all driving laws in all areas where they operate Town vehicles and shall drive defensively at all times.
- f. It is mandatory that all occupants of a Town vehicle, use seat belts at all times, without exception. The driver of the vehicle is responsible for enforcing belt usage by all occupants and shall report any failure to comply with employee's supervisor.
- g. The Town will not pay traffic tickets or parking fines of employees driving Town owned vehicles, nor will the Town pay if the employee is authorized to use their personal vehicle on Town business. Employees found guilty of moving violations may be subject to disciplinary action.
- h. An employee receiving a moving violation while driving a Town vehicle has an obligation to immediately inform their Department Director.

G. MAINTENANCE OF VEHICLES:

- a. Employees with assigned Town-owned vehicles are responsible for regular inspections of their vehicles. Scheduling of routine maintenance and repairs is the responsibility of the employee to whom the vehicle is assigned.
- b. Individual departments are responsible for monthly inspections of unassigned vehicles and scheduling of routine maintenance and repairs.

- c. An authorized dealer must perform warranted repairs.
- d. No alterations may be made to Town-owned vehicles without prior written approval by the Town Manager.
- e. No bumper stickers, other than Town approved stickers, may be placed on the vehicles.
- f. Each department is responsible for maintaining accurate and complete maintenance history files for each assigned vehicle. It is the responsibility of the employee with assigned vehicles and the department for unassigned vehicles to provide the Finance Department with receipts for maintenance.

I. ACCIDENT PROCEDURES:

Regardless of the situation, the following procedure **MUST** be followed in the event of an accident while in a Town owned vehicle:

1. Immediate notification of the proper law enforcement agency for accident investigation and report. Employee should take pictures of the accident site to document the type and extent of damage to all vehicles involved, as may be possible and prudent.
2. Immediate notification of the employee's supervisor or department head.
3. Prepare a Town Vehicle Accident report (see sample form attached). This report along with one copy of the law enforcement report should be submitted to the Town Manager.
4. If necessary, an injury report must be completed and submitted to the Town Manager soon as possible in order to file a workers' compensation claim within 24 hours of the accident.
5. Securing accident repair estimates and approval of actual repair work is the responsibility of the employee's department with assistance from the Town Manager.
6. Post Accident Substance Abuse Testing
In accordance with the Town's Substance Abuse Policy, an employee who is involved in an accident or incident, in which there is, or reasonably could have been personal injury or property damage will be considered for testing. Not every incident or injury may result in a test. Reasonable determination that action or inaction of the employee contributed to the incident or accident shall be made prior to a request for testing.

**Town of Jonesville
Vehicle Accident Report**

Complete only those sections that apply to you. Report should be completed and turned in same day as accident.

EMPLOYEE: Complete and turn in to supervisor immediately.

1. Name: _____ Department _____

2. Date & Time of Accident: _____

3. Vehicle #: _____

4. Location of Accident (Street, City): _____

5. Number of Persons Injured and Extent of Injury: _____

6. Description of accident (State in detail what occurred just before, and at the time of the accident):

7. Describe any unsafe conditions (faulty brakes, lights, etc.) that contributed to the accident:

Print Name: _____

I certify that to the best of my knowledge the information stated above is truthful.

Employee Signature

Date

SUPERVISOR: Complete and turn in to Town Manager. Attach a copy of Police Report and/or EMS Report if called.

Current Status of Injured: _____

Extent of damage to vehicle(s) or property: _____

Action taken to prevent future accidents: _____

Disciplinary Action (if any): _____

Town Manager

Date