

USE OF TOWN-OWNED VEHICLES

EFFECTIVE DATE:
September 11, 2000

REVISION DATE:

Statement of Policy

Employees except in accordance with the following criteria may not take Town vehicles home:

Use of the Town of Salem's vehicles and equipment is a "privilege" offered to designated employees through Town employment. Improper and/or unauthorized use of Town vehicles may result in disciplinary action against the employee, up to and including termination.

All Town employees who use Town-owned vehicles may use such vehicles for job-related Town business only, and in no case shall be used for personal business or convenience. Employees eligible to be assigned a Town vehicle for take-home use must live within a 15-mile radius of Town Hall.

Emergency response on-call employees assigned a Town vehicle living outside the 15-mile radius shall not be allowed to take Town vehicles home while "on call." These employees are expected to drive to Salem in a personal vehicle and pick up their Town vehicle.

Only those employees with emergency response responsibilities on a 24-hour basis may take Town-owned vehicles home with them and use them to commute to work. All Town-owned vehicles must be properly marked with Town indicia, with the exception of unmarked vehicles used in undercover investigations.

IRS Rules

Federal IRS rules with respect to withholdings for Town vehicles used by employees to and from work will apply where applicable.