

	TOWNSHIP OF MORRIS HUMAN RESOURCES POLICIES AND PROCEDURES		6:5 Volume 6 Chapter 5
	USE OF TOWNSHIP VEHICLES		
	Effective Date: 4-18-2013	Supersedes:	
Approved by: Township Administrator Timothy Quinn			

6:5-1 POLICY

Township owned vehicles shall only be available for use by Township employees in accordance with the tenets of this policy.

6:5-2 GENERAL

- A. Unless otherwise provided in this policy or an established practice, Township owned vehicles shall be available for use by Township employees during regular Township hours and in the course of the normal and necessary operations of the Township.
- B. No Township employee may take home a Township vehicle after regular Township hours, except that:
 - 1. The Township Administrator may for good cause grant permission to any employee to take home a Township vehicle, provided that permission is given in writing and it is in furtherance of Township business.
 - 2. The Fire Chief's Township-owned vehicle may be taken home by the Fire Chief.
 - 3. The Police Chief's Township-owned vehicle may be taken home by the Police Chief.
 - 4. Township-owned vehicle operated by an employee who has on call responsibilities and authorization from the Township Administrator may be taken home by said employee.
- C. Employees who utilize Township vehicles must possess a valid New Jersey driver's license with the appropriate endorsement, if required.

- D. Employees must immediately notify their Department Head if their driver's license is expired or suspended. The Department Head shall prohibit employees with expired or suspended licenses from operating Township vehicles and heavy equipment.
- E. Employees must operate and park Township vehicles in compliance with all applicable laws, ordinances and regulations of the appropriate governing body of the jurisdiction where they are operating the vehicle.
- F. Employees must immediately notify their Supervisor or Department Head of any collision or damage found on the vehicle.
- G. Employees are subject to progressive discipline for Morris Township vehicle operation in violation of any law, ordinance or regulation.
- H. Employees are subject to progressive discipline for excessive culpable motor vehicle collisions.
- I. Notwithstanding the provisions of this policy or collective bargaining agreement to the contrary, when an employee is required to use their personal vehicle for Township business, they shall receive a thirty-five (\$.35) cent per mile reimbursement upon authorization of the Department Head and approval of the Township Administrator.
- J. Whether solely assigned to you/your Department or utilized from the pool of Township vehicles, you are responsible to keep and maintain vehicles in a neat and clean condition. Exterior washing can be arranged by the Township when requested through the Township Administrator. The interior of Township vehicles must also be kept clean and free of accumulated debris whenever you are using the vehicle
- K. Employees are responsible and subject for the following:
 - 1. Whenever you use a Township vehicle, you are responsible for insuring that it is returned and refueled when completed and that any other problems are brought to the attention of your Supervisor and the Township mechanics. Gasoline level should not be permitted to go below a ½ tank.
 - 2. When taking a Township vehicle out, you are expected to confirm that all interior gauges reflect normal operating conditions and to report any problems immediately to your supervisor and the Township's mechanics.
 - 3. Further, you shall operate Township vehicles in a manner that is consistent with and in compliance with the regulations of the New Jersey Department of Motor Vehicles and any other existing vehicular regulations.
 - 4. The Township will not be responsible for any traffic violations or summonses that you receive as a result of improper operation of a Township vehicle. In addition,

improper operation of Township vehicles may be grounds for discipline up to and including discharge.

5. Smoking is prohibited in ALL Township vehicles.
6. Employees are prohibited from using cell phones and other social media devices while driving, except in compliance with State law.
7. Township vehicles may not be used to conduct personal business.
8. Township vehicles may not be used to transport family members, relatives, friends or associates for personal reasons.