

POLICY -97-04-A

To: All Employees
cc: Select Board, Town Attorney, Trustees, VLCT PACIF (FYI)
From: James A. McSweeney, Town Manager 
Re: Policy Memorandum #97-04-A (Administration)-Driving Records and Driver's License.
Date: February 18, 1997

EFFECTIVE DATE - IMMEDIATE

- PURPOSE:** From an insurance point of view, as well as from legal and common sense perspective, it is necessary that any town employee operating Town vehicles or driving on Town business have, at all appropriate times, a valid operator's/driver's license.
- POLICY:** Any employee who operates a municipal vehicle or operates any vehicle while on municipal business will be expected to obey the motor vehicle laws of the State of Vermont and have a valid operator/driver's license when operating either a municipal vehicle or another vehicle while on municipal business. Employees are required to notify their supervisor/department head promptly of suspension or revocation of his/her license to operate a motor vehicle whether it be in the State of Vermont or in any other state, country, province, etc. Department heads shall provide the Town Manager's office, annually, with a list of employees who are not subject to this policy because they neither operate Town vehicles nor operate another vehicle while on Town business.
- PROCEDURE:** -Employees covered by this policy shall report any suspension of a driving privilege in the State of Vermont or any other state, country, province, etc., to their supervisor/department head as soon as possible after suspension or revocation, but in any event

POLICY 97-04-A continued

no later than the first business day upon returning to work after the suspension or revocation.

-The Town will conduct an annual basic license check with respect to all individuals who operate Town motor vehicles or operate vehicles while on Town business. This license check will be conducted by the Police Chief in conjunction with each Town department head.

Dated this 5 day of March, 1997 by [Signature]

Filed with the Town Clerk: March 5, 1997 Attest: [Signature]
ATA. Clede