



POLICY

2013-08

TO: Selectboard
FROM: Brian M. Palaia, Town Manager
RE: Vehicle Policy, 2013-08, the 8th Policy of 2013
DATED: November 18, 2013
EFFECTIVE DATE: Immediately

VEHICLE POLICY **Town of Milton**

PURPOSE. The purpose of this policy is to regulate use of Town vehicles for work-related travel during business and non-business hours as well as reimbursement for use of personal vehicles while conducting Town business.

Article 1 - Vehicle Use During Business Hours

The Town of Milton owns and maintains vehicles for use by the Town's employees in the performance of their daily work functions that require transportation. The Town Manager shall be solely responsible, either directly or through designation of a department head, for prioritizing and assigning use of the Town's vehicles during normal business hours.

During periods when an individual town vehicle is not in use, it shall be secured at the location where the employees most commonly using it report for work. For example, the Road Department vehicles shall be secured at the Town Garage, the Police Department vehicles shall be secured at the police entrance to the municipal building, etc.

Article 2 - Vehicle Use During Non-Business Hours

No employee shall retain the use of Town vehicles outside of their normal business day hours, without first receiving direct written authorization from the Selectboard. From time to time the Selectboard may determine that an employee is routinely needed to be available at times other than normal business hours. In such cases the Selectboard may provide a Town vehicle, for use by the employee, to be driven to and from the employee's home, and used in fulfilling the employee's duties to the Town.

Such assignment may be made at any time through Selectboard Resolution. Upon adoption, any such Resolutions shall become a part of this policy, and shall be appended to it for reference.

At any time, the Town Manager may recommend to the Selectboard that they assign a vehicle under this article. Such a recommendation shall be made only after a determination by the Town Manager that the employee in question is routinely called upon to perform tasks

for the Town outside of that employee's normal business hours. Further, the Town Manager's recommendation to the Selectboard shall include written documentation of this fact, in the form of actual timesheets or payroll records.

Vehicle provisions in existing or future employment contracts shall take precedence over this policy.

Article 3 - Mileage Reimbursement

Despite the Town's best efforts to make vehicles available for employee use, there will be occasions where employees will need to utilize their personal vehicles in conducting Town business.

No Town employee shall use their personal vehicle for conducting Town business unless they have first received approval for making the trip from their department head, have requested use of a Town vehicle from the Town Manager (or his designee), and have been told that a Town vehicle is not available. The Town Manager may fulfill this requirement for shared vehicles, by causing a sign-out sheet to be posted, and requiring employees who use the shared vehicle to sign it out in advance.

The Town Manager may approve mileage without the employee first requesting a Town vehicle, for specific trips, by granting a waiver for that particular reimbursement request. Waivers may only be requested, and will only be approved, for emergencies or in cases in which the Town will receive an economic advantage by allowing the employee to utilize their personal vehicle to make the trip. Waivers must be requested, and approved through notation on the employees Mileage Reimbursement Form.

For all future reimbursements, the reimbursement rate is based on the IRS mileage rate in effect on November 15th prior to the start of the fiscal year.

The following procedure must be followed to receive mileage reimbursement for use of personal vehicles:

- 1) The employee must receive approval to undertake the trip from their department head, or the Town Manager, as appropriate.
- 2) The employee must then request the use of a Town vehicle for completing the needed task, unless they intend to request a waiver. If the employee will be using a shared vehicle, the employee must either request the vehicle from the Town Manager, or verify that the vehicle has been signed out by other Town personnel (if a sign out sheet has been posted).
- 3) After using their personal vehicle, the employee must complete a Reimbursement Form, detailing the date of the trip, where they left from, where they went to, the purpose for the trip, and the mileage driven, and whether a waiver is being requested for the trip.

4) Finally, the employee must submit the Reimbursement Form to their department head, or the Town Manager, for approval. Forms need not be submitted after each trip. The employee may maintain one form for multiple trips, provided that all requests for reimbursement must be made within ninety (90) days of making the trip, and further provided that reimbursement requests must be filed within the fiscal year in which the trip was taken.

5) The department head, or Town Manager, shall verify that the trip was authorized, and that all of the required information has been provided on the Reimbursement Form. The Reimbursement Form will, after being approved, be included for payment in the next available Warrant to be considered by the Selectboard.

Any employee failing to follow these procedures shall forfeit their right to collect mileage reimbursement under this policy.

ADOPTION. The Milton Selectboard, acting in regular session on **November 18, 2013**, voted in favor of the new **Vehicle Policy**, as outlined herein as **Policy 2013-08**, hereby rescinding all previous versions (including but not limited to the Vehicle Policy of June 17, 1996). Further, that this referenced Policy shall be part of the permanent record of the attachment of the same to the Minutes of the aforementioned meeting.

Dated at Milton, Vermont this 18th day of November, 2013

MILTON SELECTBOARD

Darren Adams, Chairperson

John Gifford, Vice-Chairperson

Pam McKenna, Clerk

Louis Mossey III

John Bartlett

Filed with the Milton Town Clerk's Office this 3rd day of December, 2013

Attest:

Milton Assistant Town Clerk



Resolution

TOWN OF MILTON

Use of 2014 Ford Interceptor Utility Vehicle for Non-Business Use

WHEREAS, Article II of the *Vehicle Policy* of June 17, 1996 states that no employee shall retain the use of Town vehicles outside of their normal business day, without first receiving direct written authorization from the Selectboard; and,

WHEREAS, from time to time the Selectboard may determine that an employee is routinely needed to be available at times other than normal business hours; and,

WHEREAS, in such cases the Selectboard may provide a Town vehicle, for use by the employee, to be driven to and from the employee's home, and used in fulfilling the employee's duties to the Town; and,

WHEREAS, such assignment may be made at any time through Selectboard Resolution and upon adoption, any such Resolutions shall become a part of the *Vehicle Policy*, and shall be appended to it for reference; and,

WHEREAS, the Police Chief of the Town of Milton has found that it would be expedient to allow the police officer assigned to the Town's Police Canine (K-9) Unit vehicle (2014 Ford Interceptor) as of this date to retain said vehicle after the normal business hours; and,

THEREFORE, BE IT RESOLVED, that the Selectboard of the Town of Milton authorizes the police officer assigned to the Town's Police Canine (K-9) Unit vehicle as of this date to retain said vehicle after normal business hours consistent with the terms of the Town's *Vehicle Policy* and this Resolution.

BE IT FURTHER RESOLVED, that this authorization is limited exclusively to direct travel -- without stops -- between work and the officer's residence of record as of this date (notwithstanding emergency response); further, that the officer's time commuting shall not be considered compensable, nor time on duty (notwithstanding contractual labor obligations); however, the cost of fuel for commuting will be paid for by the Town.

Dated at Milton, Vermont this 18th day of November, 2013

MILTON SELECTBOARD



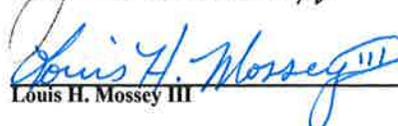
Darren Adams, Chairperson



John Gifford, Vice-Chairperson



Pam McKenna, Clerk



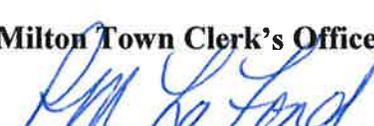
Louis H. Mossey III



John Bartlett

Filed with the Milton Town Clerk's Office this 19 day of Nov, 2013

Attest: _____



Milton Assistant Town Clerk