

Vehicle Use Policy

1. Purpose

The Borough of High Bridge (herein the “Borough”) provides vehicles for use by employees in the performance and furtherance of official business conducted on behalf of the Borough. This Policy sets forth uniform guidelines for assignment and use of Borough vehicles, for purposes of this Policy, a vehicle is defined as those registered and insured by the Borough. This Policy excludes vehicles under the authority of law enforcement and fire protection, which have rules and regulations or guidelines approved by the Governing body delegating enactment of such rules to their departmental leadership. If these guidelines contained provisions contrary to any labor or employment agreement that governs the terms and conditions of the Borough employees, such agreement shall prevail.

2. Definitions

Authority:

The Borough Administrator or other position as designated by the Governing Body shall be the principal authority for enforcing this policy and shall be responsible for the management and control of Borough vehicles.

Employee:

An officer, employee, agent, or other person who serves in an official capacity to conduct Borough business with or without compensation.

Fleet Assigned Vehicle:

A vehicle that is assigned by the Authority to an individual employee.

Fleet Department Vehicle:

A vehicle that is assigned for department use as determined by the Authority that may be used by an employee at the direction of a department supervisor.

3. Authorized Use

3.1. Authorized Drivers:

- a) Employees licensed to operate the respective Vehicle in the State of New Jersey for official business of the Borough within the scope of their duties who have received

approval from the Authority to operate Borough vehicles. Volunteers and Non-Employees are prohibited from operating Borough vehicles.

b) Duties of Authorized Drivers.

- a. Employees approved by the Authority will have a copy of their driver's license on file with the borough through their department.
- b. Employees whose license is suspended for any reason **must** promptly notify their department head who will report such notice to the Borough Attorney and Risk Manager. The Employee **shall** not be permitted to operate any Borough vehicles under the term of suspension. Documentation of restoration of an Employee's driving privileges **shall** be forwarded to their department head.

1.2. Authorized Passengers:

1. Employees, elected officials, board or committee members and any other person involved in an activity in the furtherance of official business of the Borough.
2. Passengers for personal business which is emergent or de minis, other than those accompanying an Employee in official Borough business with department head approval.

3.3. Driver Responsibilities:

Authorized drivers **shall** ensure that they drive in a safe and appropriate manner. Each driver must ensure that they:

1. Comply with all laws and regulations regarding the operation of motor vehicles, this includes use of safety belts and use of cellphones;
2. Mentally and physically capable of safe vehicle operation;
3. **Shall** report to their department head all summonses / citations issued including moving and non-moving violations and/or arrests which occur while driving or using a Borough vehicle;
4. Provide receipts for any reimbursements for tolls, parking fees or other related costs.

3.4. Shared Vehicles:

1. The Borough may maintain a pool of vehicles which are assigned to a specific department, i.e., Public Works or generally for work-related shared use of multiple employees, offices and/or divisions referred to as a "*Fleet Department Vehicle*".
2. These pooled vehicles **shall** be returned to their designated store location following use.

3.5. Fleet Assigned Vehicles:

1. Vehicles may be assigned by the Authority in limited or extended duration based on a determination and necessity of essential job function.
2. Determination must be made in light of all facts and circumstances as to whether the use of the vehicle represents a fringe benefits within the meaning of the applicable Internal Revenue Service code(s).

3.6. Fringe Benefit Determination:

1. The valuation of personal use of Borough *Fleet Assigned Vehicles* are to be calculated using either a commuting valuation rule or Cents-Per-Mile valuation rule. The Authority in consultation with the Finance department shall determine the appropriate valuation rule including the tracking of any required substantiation.
2. The Annual Reporting Period shall be on a calendar year from January 1 through December 31.
3. The vehicle use is limited to commuting or de minimis personal use.

4. **Prohibited Uses**

4.1. Smoking:

1. Smoking as defined *N.J.S.A. 26:3D-57* to include smokeless tobacco products is prohibited in all Borough vehicles.

4.2. Drug or Alcohol Use:

1. Employees are prohibited from operating any Borough vehicle while under the influence of drugs or alcohol.
2. Employees **shall** not operate any Borough vehicle after taking prescription medication or over-the-counter medications which may impair their ability to operate a vehicle.
3. Employees are prohibited from possessing any illegal controlled dangerous substances or transporting an open container of alcohol in a Borough vehicle.

5. **Crashes / Damages:**

- 5.1. When a Borough owned vehicle impacts or is impacted by another vehicle, fixed object, pedestrian or otherwise involved in a motor vehicle crash as determined by the laws of state:
 1. Immediately notify the law enforcement agency servicing the incident jurisdiction.
 2. Obtain all relevant information for the parties in the crash.

3. Provide the other driver(s) or person(s) involved in the crash with the Borough insurance card information.
4. Obtain any police report/case number.
5. Report the crash as soon as possible but no later than 24 hours to your department supervisor/head.

5.2. In the event a Borough vehicle becomes damaged other than by a motor vehicle crash i.e., fallen debris, tree limbs, etc. the employee **shall** notify their department supervisor/head immediately upon discovery of such damage.

6. *Disciplinary Actions:*

- 6.1. An employee found to have a substantiated finding they failed to comply with this policy shall be subject to discipline that is determined based on the totality of the circumstances of the transgression.
- 6.2. Progressive disciplinary actions may include, but are not limited to re-training, verbal/written reprimand, suspension, or termination.