

Policy 2021-01
Georgetown Charter Township
Policy Regulating Employee Use of Township Owned Vehicles

PURPOSE.

The purpose of this policy is to establish standards for employee use of Township owned vehicles in an effort to insure safety for employees and limit liability to the Township.

STATEMENT OF POLICY.

No Township employee, or authorized personnel, shall text, type, or dial a cell phone, or other electronic device while driving a Township owned vehicle.

Non-employee passengers shall not be transported in any Township owned vehicle without the prior written authorization of the Township Superintendent.

Township owned vehicles are provided for Township business purposes only and any personal use of Township owned vehicles is strictly prohibited, with the exception of:

- a. The Fire Chief who is authorized to drive their Township owned vehicle, where their personal safety equipment is stored, to and from their personal residence in an effort to be able to respond quicker to emergency calls.
- b. Department of Public Works (DPW) employees, during their on-call week, in an effort to be able to respond quicker to emergency calls.

If an employee chooses to drive a Township owned vehicle to their personal residence, based on the aforementioned exceptions, the employee shall reimburse the Township through payroll deduction at the established mileage rate for such use of the vehicle. The employee will not be compensated for their time traveling to work from home or from work to home.

EFFECTIVE DATE.

This policy shall become effective as of August 1, 2021.

RESCISSION OF PREVIOUS POLICIES.

Adoption of this policy shall lead to the rescission of the following policies:

Policy 2012-03, Policy Regulating the Use of Cell Phones and Electronic Devices During the Operation of Township Owned Vehicles.

Personnel Policies and Procedures 7.10, Personal Use of Township Equipment.