



## City of Marlborough Take-Home Municipal Vehicle Policy

It is the policy of the City of Marlborough that certain positions require employees to have 24-hour access to their Municipal Vehicles, including taking them to their residences. Such "take-home" Municipal Vehicles are not Personal Vehicles and are not for personal use. Municipal Vehicles should be viewed as belonging to the citizens and are assigned solely for purposes consistent with providing services to those citizens.

### Definitions

***Municipal Vehicle*** – those automobiles, trucks, vans, or other self-propelled equipment owned, rented, or leased by the City of Marlborough and licensed for travel on a public way.

***Personal Vehicle*** – those vehicles owned or available for private use by an employee of the City of Marlborough

***Commuting*** – the use of a Municipal Vehicle for travel between an employee's residence and principal work location.

### Rules Governing Use of Take-Home Municipal Vehicles

1. The assignment of Municipal Vehicles for take-home/commuting use will be made by the Mayor (or the Mayor's designee), and will only be considered for employees who require a vehicle for the ordinary and necessary discharge of their job functions. The Mayor (or the Mayor's designee) shall annually approve a list of positions assigned a Municipal Vehicle for take-home/commuting use.
2. The assignment of Municipal Vehicles for take-home/commuting use may be rescinded by the Mayor (or the Mayor's designee) at any time.
3. Municipal Vehicles may only be used for legitimate City of Marlborough business. Municipal Vehicles may not be used for personal use.
4. When using a Municipal Vehicle, employees must:
  - a. Possess a valid driver's license of the class required for the specific assigned Municipal Vehicle;
  - b. Use Seatbelts when operating the Municipal Vehicle;
  - c. Drive the Municipal Vehicle in a safe and legal manner;

- d. Park the Municipal Vehicle in a safe and legal manner
  - e. Turn the Municipal Vehicle off, remove the keys, and lock the Vehicle when leaving the Municipal Vehicle unattended;
  - f. Not smoke in the Municipal Vehicle;
  - g. Not use cellular phones or handheld electronic devices while operating the Municipal Vehicle;
  - h. Not transport any individual who is not directly or indirectly related to municipal business, except for police officers transporting individuals in the performance of their normal job duties; and,
  - i. Not operate the Municipal Vehicle under the influence of alcohol, illegal drugs, or any controlled substances.
5. All Municipal Vehicles shall be marked with distinctive markings approved by the Mayor (or the Mayor's designee), identifying the Municipal Vehicle as belonging to the City of Marlborough. Marlborough Police Department vehicles may be unmarked only if specifically approved by the Mayor (or the Mayor's designee).
  6. Employees must report any accidents or malfunctions involving their Municipal Vehicles to their supervisor and the Mayor's Office immediately, regardless of whether such accidents or malfunctions resulted in damage to the Municipal Vehicles. In the case of accidents, a signed written report concerning the incident shall be submitted to the employee's supervisor and the Mayor's Office on the same day, except that in the case of personal injury to the employee the report shall be submitted as soon as possible.
  7. Employees who incur parking or other fines/citations while operating or using a Municipal Vehicle will be personally responsible for payment of such fines/citations, unless payment of such fine/citation is approved by the Mayor (or the Mayor's designee). Employees must give notice of any such fines/citations to their supervisor and the Mayor's Office immediately.
  8. The City of Marlborough shall not be liable for the loss or damage of any personal property transported in Municipal Vehicles.
  9. When an employee assigned a Municipal Vehicle for take-home/commuting use is on vacation or otherwise absent from work for an extended period of time, the Municipal Vehicle shall be left at a convenient location in the City with the keys accessible at the employee's department.
  10. When an employee assigned a Municipal Vehicle for take-home/commuting use moves to a new residence, the employee must immediately notify the employee's supervisor, the Human Resources Department, and the Mayor's Office.
  11. Failure to comply with any and all applicable provisions of this policy may result in disciplinary action up to and including suspension and/or termination of employment.

**Acknowledgment of Receipt of City of Marlborough Take-Home Municipal Vehicle Policy**

I hereby certify that I received a copy of the City of Marlborough Take-Home Municipal Vehicle Policy. I understand and acknowledge that my failure to follow the practices described in this Policy may result in revocation of my Municipal Vehicle privileges and/or disciplinary action.

Employee Name (Print): \_\_\_\_\_

Department: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_