



MEMO TO: Mayor and Commissioners

FROM: Jennifer Eakes, Human Resources Director

SUBJECT: Amended Use of Town Property Policy, ARTICLE V. Section 11

Date: January 9, 2023

Purpose: To approve the amended Use of Town Property Policy

Proposal:

Human Resources is proposing that the Conditions of Employment Policy, Section 11, be amended to include provisions for the use of take-home vehicles for employees who are on-call/call-back or stand-by status

Currently the Use of Town Property Policy has no provisions for employees to take home vehicles while they are on-call/call-back or stand-by status.

Recommendation:

- Approve the amended Use of Town Property Policy

Attachment:

- Amended Use of Town Property Policy

ARTICLE V. CONDITIONS OF EMPLOYMENT

Section 11: Use of Town Property and Equipment (Amended 01/09/2023)

Vehicles. The Town provides vehicles for Town use to allow employees to drive on Town designated business. The Town retains the right to amend or terminate this policy at any time. Employees may not drive any business vehicles without prior approval of their supervisor. Prior to approving a driver and periodically thereafter, supervisors must check the employee's driving record. Employees approved to drive on Town business are required to inform their supervisor of any changes that may affect either their legal or physical ability to drive.

Town Vehicle Take Home Policy for On-call/Call-back and Essential Personnel

Employees who are on-call/call-back on a 24-hour basis may be allowed to take a Town vehicle home so they can respond as soon as possible. Such employees need to provide a written acknowledgement that they fully understand that the vehicle is used only as part of on-call/call-back and/or emergency response for the Town of Pittsboro, and not for personal use.

Nonemployees and nonbusiness passengers (i.e., family and friends) are prohibited from riding in and/or driving Town vehicles.

Employees who drive a vehicle on Town business must, in addition to meeting the approval requirements above, exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Use of handheld cell phones (including texting) while behind the wheel of a moving vehicle being used on Town business is strictly prohibited. Employees are responsible for any driving infractions or fines as a result of their driving.

Employees are not permitted, under any circumstances, to operate a Town vehicle when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any Town vehicle at any time while using or consuming alcohol, illegal drugs, or prescription medications that may affect their ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication, or intoxication.

Employees must report any accident, theft, or malicious damage involving a Town vehicle to their supervisor and the Human Resources Department, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than 48 hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, employees should make no voluntary statement other than in reply to questions of investigations officers.

An employee shall care for vehicles and equipment owned by the Town in the same responsible manner in which he/she should care for his/her own. Vehicles are to be used for official Town business, and personal use of Town vehicles and use of town gasoline in privately owned vehicles is strictly prohibited. Under extraordinary circumstances such as weather-related emergencies (snowstorms, hurricanes, or flooding events) the Town Manager may temporarily

authorize the use of Town vehicles for commuting to and from work or for shuttle runs to pick up employees whose personal vehicles are not suited for use in such conditions. Police officers are authorized to take their vehicles home. The details of the Police Vehicle Take-home Policy are covered in a separate written policy document.

This policy shall be effective immediately upon adoption.

Policy adopted by the Town of Pittsboro Board of Commissioners on January 9, 2023.