

VILLAGE OF OCEAN BEACH

VEHICLE USAGE POLICY

Effective March 26, 2011

Motor vehicles purchased or leased by the Village of Ocean Beach shall be for the use of Village employees in the furtherance of Village-related business, subject to the regulation of the Village Mayor and/or Village Board of Trustees.

This policy is promulgated to ensure the safe and efficient use of motor vehicles while on Village of Ocean Beach business.

Motor vehicles includes all automobiles and off-road equipment including but not limited to lawn tractors, backhoes, gators, front end loaders, compactors, golf carts, mules, etc.

No employee shall operate a Village-owned or personal vehicle on Village-related business without the permission of their Department Head or Village Mayor.

No employee shall take a Village-owned vehicle home unless granted permission IN ADVANCE by their Department Head or Village Mayor.

ACCOUNTABILITY

All vehicles shall have a "Vehicle Usage Log Book". Such Log Book shall be used to maintain a record of each use of the vehicle. For each trip, the driver shall record in the Log Book, the following information:

Date, Name of Driver, Name of all occupants, Trip Start Time, Starting Odometer Reading, Trip End Time, Ending Odometer Reading, Distance Traveled, Purpose of Trip, Initialed by Driver.

The Vehicle Usage Log Book shall also be used to maintain a record of all fuel purchases (date, time, location, number of gallons, price paid).

Department Heads shall be required to submit Vehicle Usage Log Books for all vehicles to the Village Office on a monthly basis. These Log Books shall be used to verify and determine if vehicles are being used properly, efficiently and in a cost-effective manner.

MOTOR VEHICLE OPERATOR RULES

1. All Village of Ocean Beach employees operating motor vehicles owned and maintained by the Village of Ocean Beach and all Village of Ocean Beach employees operating a motor vehicle to perform employment-related duties must comply with the following requirements and procedures.

- A. Possess a valid State of New York State drivers' license (with the appropriate class for the vehicle being operated).
- B. Must wear safety belts while the motor vehicle is in operation whether they are a passenger or a driver.
- C. Operate motor vehicles in a lawful manner.
- D. Sign a release permitting driving and criminal record check at any time throughout their employment with the Village of Ocean Beach. Random driving checks will also be administered. The Village of Ocean Beach Board of Trustees and/or their designee and/or the Village's insurance carrier will review motor vehicle operations records for the prior three years when determining appropriateness of Village of Ocean Beach driving privileges.
- E. May not operate a Village of Ocean Beach motor vehicle for personal use.
- F. May not permit anyone other than an authorized Village of Ocean Beach employee to operate a Village of Ocean Beach motor vehicle.
- G. May only transport passengers for reasons directly related to official Village of Ocean Beach business. Such passengers must wear their safety belts while the motor vehicle is in operation.
- H. May not consume nor permit any other person to consume alcohol or drugs while in a motor vehicle on Village of Ocean Beach business.
- I. Keep Village of Ocean Beach vehicles clean, maintained and repaired as scheduled by the Village of Ocean Beach.
- J. Make no alterations to any Village of Ocean Beach motor vehicle, i.e. vehicle accessories, decals, etc.
- K. Maintain a copy of the Village of Ocean Beach Vehicle Usage Log Book and Village of Ocean Beach Traffic Violation/Accident Notice Form in all motor vehicles.
- L. Shall not knowingly damage the Village of Ocean Beach vehicle through neglect, misuse, carelessness, or failure to follow instructions.
- M. If a Village of Ocean Beach-owned vehicle is not available, employees operating their personal motor vehicle to perform their duties related to Village of Ocean Beach employment, may request reimbursement for mileage, parking and toll fees, etc., if authorized for such use IN ADVANCE. Such expenses shall be reported on a mileage reimbursement form submitted to the employee's supervisor/Department Head.

- N. If authorized to operate a personal motor vehicle, the employee must carry a valid New York State driver's license. Village of Ocean Beach's insurance carrier does not provide insurance coverage for a personal vehicles.
- O. Failure to comply with items listed above may result suspension of driving privileges and/or disciplinary action.

FRINGE BENEFIT REPORTING

- A. The cost associated with personal use of Village-owned vehicles will be included as income on the employee's W-2 form each year.

ACCIDENTS

1. In the event of an accident with a Village of Ocean Beach motor vehicle or a personal vehicle while on Village of Ocean Beach business, employees must follow the procedures below:
 - A. Stay at the scene of an accident and identify yourself and render assistance, if possible, and exchange relevant information (name, contact info, driver's license information, insurance info, etc).
 - B. Obtain and record the name, address and license number of the other driver, car license plate number, and the name of car owner and insurance company.
 - C. Record names, addresses and contact information of all potential witnesses and, if possible, get statement.
 - D. Notify the police having jurisdiction (state, county or city) where the accident occurred. Record the name and badge number of any officer present.

Sketch the location showing the position of vehicles, pavement markings, traffic control devices, witness locations and any special conditions such as obstructions, parked cars or skid marks. Show date, time of day, weather and road conditions, and any other useful information.

 - J. Provide your supervisor with all information immediately after the accident.
 - K. Complete a "Traffic Violation/Accident Notice" as per the **"EMPLOYER ACTION AFTER "REPORTABLE EVENT"** section of this policy.
 - L. Notify your supervisor if the fire extinguisher or first-aid kit has been used and replace as necessary.

2. All supervisors must contact the Village Administrator in the Village of Ocean Beach Village Office immediately upon notification of an accident. The Village Administrator shall notify the Village Mayor and the insurance carrier.

FINES

1. Any fines incurred as a result of driving or parking violations shall be the responsibility of the employee.

NEW EMPLOYEES

1. The Village Administrator shall obtain a traffic record check for prospective employees who may operate a motor vehicle for Village of Ocean Beach related business. This record check shall include any violations within the last three years. The insurance carrier will determine the driver's insurability and report back to the Village of Ocean Beach Village Administrator.

REPORTABLE EVENTS

1. Employees who operate a Village of Ocean Beach owned vehicle or personal vehicle for Village of Ocean Beach related business shall report any and all accidents that occur while on official Village of Ocean Beach business, regardless of fault. Additionally, employees who operate a Village of Ocean Beach owned vehicle shall report any and all accidents that occur while not on official Village of Ocean Beach business, regardless of fault. Employees shall complete and return the "Traffic Violation/Accident Notice" by the next working day to their supervisor/Department Head. The supervisor/Department Head shall forward the "Traffic Violation/Accident Notice", upon receipt, to the Village Administrator.
2. Failure to comply with the above may result in the suspension of driving privileges and/or disciplinary action.

ACTION AFTER "REPORTABLE EVENT"

1. Upon receipt of a "Traffic Violation/Accident Notice", the Village of Ocean Beach Village Administrator, in consultation with the Village's insurance carrier, will review the facts to determine whether the employee may continue to drive any motor vehicle as part of his/her employment responsibilities. In making this decision, the Village of Ocean Beach Village Administrator shall consider the following:
 - A. Any appropriate court determination.

- B. The nature of the incident/accident.
- C. The nature/seriousness of any injuries as a result of the incident/accident.
- D. Whether the employee can perform the duties of the position without operating a motor vehicle.

REVIEW OF DRIVING PRIVILEGES

1. At any time, the Village may review and reconsider an employee's Driving Privileges. After review of any facts/circumstances the Village deems relevant, the Village may:
 - A. Suspend the employee from operating a motor vehicle as part of his/her employment with the Village of Ocean Beach indefinitely or for a determined length of time. Since driving is a privilege (and not a right), any determination to suspend an employee's driving privileges shall be in the sole discretion of the Village and shall be non-reviewable.
 - B. The Village may proceed with disciplinary action, up to and including termination, if appropriate.