

Maine Township

Township Vehicle Use Policy

General Purpose

This policy establishes guidelines for the daily use of township-owned vehicles to ensure they are operated safely, responsibly, and solely for official township business.

Effective Date: This policy is effective: January 28, 2026

Authorized Use

1. Township vehicles may be used during normal business days and hours for official township business only, including but not limited to:
 - o Code Enforcement operations
 - o Attending meetings, trainings, or site visits
 - o Transporting equipment or materials necessary for township operations and food pantry
 - o Providing services to residents or supporting township programs
2. Use of township vehicles outside normal business hours must be directly related to official duties and requires supervisory approval.
3. Only employees authorized by the Township Supervisor, Administrator, or Deputy Administrator may operate township vehicles.

Driver Requirements

- Employees must hold a valid driver's license appropriate for the vehicle being operated.
- Employees must be listed as approved township drivers and comply with all insurance and risk management requirements.
- Volunteers are not permitted to operate township vehicles.
- Township vehicles may not be used for personal errands, convenience travel, or any non-township business.

Approval & Assignment

1. Vehicles may be assigned to employees based on job duties and operational need.

2. Employees must obtain approval from their supervisor before using a township vehicle if the use is not part of their routine job responsibilities.
3. Vehicles may not be taken home overnight.

Vehicle Operation & Safety

- Drivers must comply with all traffic laws and township safety policies.
- Seat belts must be worn by all occupants at all times.
- The use of handheld mobile devices while driving is prohibited, except for hands-free operation where legally permitted.
- Vehicles may not be operated under the influence of alcohol, drugs, or any substance that could impair driving ability.

Documentation & Recordkeeping

1. Any accidents, damage, citations, or safety concerns must be reported immediately to a supervisor and documented according to township procedures.

Vehicle Care & Maintenance

- Drivers are responsible for conducting a basic visual inspection before use.
- Vehicles must be kept clean and returned in safe, operable condition.
- Fuel levels should be maintained to ensure readiness for township operations.
- Any mechanical issues, warning lights, or maintenance needs must be reported promptly.

Prohibited Use

Township vehicles may **not** be used for:

- Personal use or commuting
- Transporting family members, friends, or unauthorized passengers
- Recreational activities
- Transporting unauthorized or hazardous materials without approval
- Any use that violates township policy or applicable law

Consequences for Misuse

Misuse of township vehicles may result in disciplinary action, up to and including loss of driving privileges, suspension, or termination, depending on the severity of the violation.

Township Vehicle Weekend Use Policy

Purpose

This policy outlines the conditions under which township vehicles may be used during weekends for official purposes. Its goal is to ensure safe, authorized, and accountable use of township-owned equipment.

Authorized Use

1. Township vehicles may only be used on weekends in the event of an official emergency requiring immediate response, such as:
 - Food Pantry pick up
 - Parades
 - Public safety concerns
 - Facility or infrastructure damage
 - Weather-related emergencies
 - Urgent operational needs that cannot wait until the next business day
2. Only employees designated by the Township Supervisor, Administrator or Deputy Administrator are authorized to use township vehicles during weekends.

Approval Process

1. Prior approval must be obtained from the Township Supervisor, Administrator or Deputy Administrator before weekend vehicle use.
2. Instructions for accessing the keys will be provided following approval of authorized use.
3. In situations where immediate response is required and prior approval is not possible, the employee must notify the Supervisor as soon as reasonably possible and document the reason. Refer to Documentation for Emergency Use for reporting requirement.

Driver Requirements

- Employees must hold a valid driver's license and be listed as approved township drivers.
- Volunteers cannot drive township vehicles.

Documentation for Emergency Use

1. A weekend emergency vehicle-use report must be completed by the employee and submitted the next business day. The report should include:
 - o Date and time of use
 - o Nature of the emergency
 - o Location(s) visited
 - o Mileage and fuel usage
 - o Any incidents, damage, or safety concerns

Vehicle Care & Safety

- Drivers must follow all applicable traffic laws.
- Seat belts must be worn at all times.
- Vehicles must be returned in clean, operable condition and parked in their designated area after use.
- Any maintenance or safety concerns must be reported immediately.

Prohibited Use

Township vehicles may NOT be used for:

- Personal use under any circumstances
- Transporting family members, friends, or pets
- Non-emergency weekend travel
- Recreational purposes
- Transporting unauthorized materials

Consequences for Misuse

Improper use of township vehicles may result in disciplinary action, up to and including loss of driving privileges, suspension, or termination, depending on severity.