

Vehicle Policy

1. Policy Statement

1.1 Macomb Township is committed to ensuring personal and public safety in the use of Township Vehicles. All employees operating Township vehicles are expected to drive responsibly and to follow basic rules of defensive driving for the protection of all concerned. It is the policy of the Township to require all persons who either operate or travel in a Township vehicle to comply with all federal, state, and local vehicle laws. This includes, but is not limited to, the following:

1.1.1 United States Department of Transportation Federal Motor Carrier Safety Administration (FMCSA) Drug-Free Workplace Policy; Including Commercial Driver's License (CDL) requirements; and

1.1.2 Michigan's Mandatory Seat Belt Law (Act 300 of 1949, as amended).

1.2 Employees are expected to adhere to all Township policies and procedures, including, but not limited to the:

1.2.1 Drug-Free Workplace Policy;

1.2.2 Workplace Safety Policy;

1.2.3 Vehicle Washing Service Procedure;

1.2.4 Vehicle Oil Change Service Procedure; and

1.2.5 Telephone Policy

1.3 The Township monitors employee driving records through the Michigan Secretary of State Direct Access Subscription Program periodically and/or on an annual basis. Additionally, the State of Michigan notifies the Township of employee violations within ninety (90) days of an occurrence.

2. Policy Purpose & Definitions

2.1 The vehicle policy provides guidelines for the utilization of Township vehicles. The purpose of this policy is to establish guidelines for Township officials and employees, assure professional conduct and behavior, and to list the Township's expectations in the provision of orderly and cost efficient services to its residents and businesses. All Township vehicles will be marked with the Township logo "magnetic or decal". Magnetic signage may be removed when the need for unmarked vehicles arises.

- 2.2 Department Heads are responsible for the enforcement of the vehicle policy within their respective department.
- 2.3 Definition of Pool Vehicle: A Township vehicle temporarily assigned by the Facility & Grounds Department to a Township Official or Employee performing Township business.
- 2.4 Definition of Assigned Vehicle: A Township vehicle assigned to a Department, Department Employee, or Township Official for use in the performance of Township business.

3. Procedure

- 3.1 Township vehicles that are assigned to the Vehicle Pool Program may be utilized on an as-needed basis. The intent of this program is to provide the most efficient utilization of Township vehicles for Township business only.
- 3.2 The Facility & Grounds Department is responsible for the assignment of the “pool” vehicle.
- 3.3 Requests to use the Township pool vehicle should be submitted to the Facility & Grounds Department, as early as possible, to assure availability. In the event the pool vehicle is not available, the employee may request approval from the Department Head to use a personal vehicle, and submit a completed mileage form for reimbursement.
- 3.4 The pool vehicle key and fuel card can be obtained in the Facility & Grounds Department immediately prior to departure on Township business. At that time, an employee will be required to sign-out the keys, indicate the appropriate time, and to provide the name of any employee(s) in the vehicle on the *Vehicle Activity Log* located in the Facility & Grounds Department. When returning a vehicle, it is the employee’s responsibility to complete the Vehicle Activity Log, starting and ending odometer mileage, destination location, reason for the trip, and time returned on the log sheet available in the Facility & Grounds Department.
- 3.5 Employees who may be late obtaining or returning a pool vehicle must inform the Facility & Grounds Department.
- 3.6 Fueling the pool vehicle shall be performed by the employee when there is less than one-half (1/2) tank of fuel. The Vehicle should be re-fueled at Township approved locations. A listing of approved locations will be located in the glove compartment. Approved locations in the Township are: 23 & North Avenue (Mobile) and Hall Rd. & Hayes (Marathon). If fuel is needed outside of the Township, then an employee can utilize the fuel charge card provided. Fuel receipts must be signed by the employee and returned with the vehicle key and fuel card to the Facility & Grounds Department.
- 3.7 Parking for Township pool Vehicles is located in the rear parking lot of the Town Hall Building.
- 3.8 The vehicle insurance certificate is located in the glove compartment.
- 3.9 If an emergency occurs that is out of the Township, e.g., no start, flat tire, etc., then the employee will be reimbursed for any expense incurred after contact with the Department

Head or Supervisor's Office has been made for an emergency service to the vehicle. Any repair bills for pool vehicles should be submitted to the Facility & Grounds Department.

4. Use of Township Vehicles

4.1 The Facility & Grounds Department is responsible for the:

- 4.1.1 Possession of vehicle keys and fuel cards for the pool vehicles;
- 4.1.2 Assignment of the pool vehicle to personnel;
- 4.1.3 Monitoring of the pool vehicle when not in use, thus becoming available for possible use by other Township employees;
- 4.1.4 Monitoring and scheduling of routine general maintenance, e.g. oil & brake fluid levels, etc., and potential mechanical problems for the pool vehicle;
- 4.1.5 Directing an employee to take the pool vehicle to an authorized maintenance facility when routine maintenance or repair is needed. Vehicle information, e.g., location of the maintenance facility, will be located in the pool vehicle glove compartment; and
- 4.1.6 Monitoring *Vehicle Activity Log* forms and *Vehicle Defect and Repair Log* forms for the pool vehicle.

4.2 The Pool Vehicle may be authorized for overnight conferences (refer to Travel Expense Policy), if approval is obtained from the Department Head and the Township Supervisor.

4.3 The use of the Pool vehicle outside of the Township must be for Township business and must be pre-approved by the Department Head or their designated representative, i.e., Deputy, Assistant, Supervisor, etc.

4.4 Employees who operate "**assigned vehicles**" should adhere to the following:

- 4.4.1 Vehicles are to be parked in Township-authorized locations during non-working hours.
- 4.4.2 The assigned vehicle may be authorized for overnight conferences (refer to Travel Expense Policy), if approval is obtained from the Department Head and the Township Supervisor.
- 4.4.3 Use of Township assigned vehicles outside the Township must be for Township business and must be pre-approved by the Department Head or their designated representative, i.e, Deputy, Assistant, Supervisor, etc.

- 4.4.4 Vehicle Activity Logs for assigned vehicles are to be completed and submitted daily with appropriate detail as required by their Department Head. At a minimum the beginning and ending mileage will be logged in daily.
- 4.4.5 Vehicles should be fueled at Township-authorized gas stations.
- 4.4.6 Each employee assigned the use of a Township vehicle shall, at the beginning and end of each use, conduct a "walk-around" inspection of their vehicle. Any apparent problem such as dents, broken glass, missing hubcaps, burned-out lights, etc., should be reported immediately to their department Head for an assigned vehicle or the Facility & Grounds Department for a pool vehicle. The Vehicle Defect and Repair form should be completed the same business day.
- 4.4.7 Drivers are responsible for ensuring that the Township vehicle has a valid license plate and Certificate of Insurance prior to leaving Township property.
- 4.4.8 When parking Township vehicles in unsecured areas, the keys shall be removed from the ignition and the vehicle locked.
- 4.4.9 The Township Finance Manager and Department Head are responsible for preparing and/or submitting all necessary form's to the Township's insurance carrier for all accidents involving Township employees and vehicles.

5. Personal Use/Passengers

- 5.1 The Macomb Township Board of Trustees may allow a Department Head who is on-call 24/7 to drive a Township vehicle to/from home on a daily basis.
- 5.2 Passengers, excluding Township employees, are prohibited in Township vehicles unless authorized by the Township Supervisor or the Department Head.
- 5.3 Township vehicles shall only be used for Township business. Travel outside of the Township requires the approval of the Township Supervisor and/or Board of Trustees as well as the Department Head. Travel within the Township is at the discretion of the Department Head. Operators may be permitted to use the Township vehicle for rest breaks, designated lunch periods, or when attending conferences or business meetings to obtain meals. Operators are required to record all travel including breaks, lunch periods, etc. on their vehicle log sheets.
- 5.4 Personal communication devices may not be used, i.e., cellular telephones, texting devices, etc., while operating a Township vehicle. Should a personal communication device be necessary, the driver shall pull-off of the road into a legal parking spot before using any personal communication device. Refer to Phone Policy.
- 5.5 Smoking or any use of tobacco products within a Township vehicle is strictly prohibited and subject to discipline, up to and including, discharge.

- 5.6 Any traffic violation received while operating a Township vehicle is the responsibility of the employee. Any fines incurred shall be paid or otherwise resolved promptly by the driver. Employees shall immediately (within 24 hours) notify the Supervisor's Office and their Department Head upon receiving a traffic violation while operating a Township vehicle.
- 5.7 Accidents occurring in a Township vehicle within the Township must be immediately reported to the Sheriff's department, Supervisor's Office, Finance Manager, and Department Head. A Vehicle Accident Information form must be completed along with the filing of a Police Report. The employee (driver) should not leave the scene of an accident until instructed to do so by the Sheriff's Department and Department Head. Employees should refrain from openly discussing an accident with the public until legal counsel is provided by the Township. The Accident Information form and Police department phone numbers are located in the glove compartment.
- 5.8 Any employee driving a Township vehicle that is involved in an accident must immediately submit to a post-accident Drug and Alcohol Test. The Department Head shall provide the employee transportation to the medical facility for testing unless the employee is injured and requires medical treatment. If treatment is required, the drug and alcohol testing will be administered as soon as possible.

6. Driver's License Validity

- 6.1 Employees using Township vehicles must possess Michigan No Fault Insurance, a valid Michigan driver's license in good standing and at a level in keeping with the operational requirements of the vehicle assigned, i.e., CDL required for operation of a commercial grade truck, etc.
- 6.2 A driver must report any limitations or restrictions in his/her ability to drive motor vehicles, e.g., health problems, corrective lenses etc., a restricted, suspended, or revoked license immediately to his/her Department Head. Individuals with a suspended or revoked license are prohibited from operating a Township vehicle. Failure to promptly report any of the aforementioned may result in disciplinary action, up to and including termination of employment.
- 6.3 Any traffic violation resulting in a restriction, suspension or revocation of an employee's operator and/or CDL license that results in the employee's inability to perform his or her essential job functions may result in subsequent layoff and/or termination of employment.
- 6.4 The Township will evaluate an employee's driving record, as follows:

Driver's Record Status	Points on Driving Record
Good Standing	0 – 2
Acceptability	3 – 5
Probationary	6 – 9
Unacceptable	10+

6.5 In further evaluating job applicants and current employee's driving records, Macomb Township will focus on specific driving record criteria as follows: If the applicant or employee will be driving a vehicle in the performance of their daily job responsibilities, then they shall not have any of the violations described below within the past five (5) years. If the employee or applicant shall not be operating a vehicle in the performance of their daily job responsibilities; then they shall not have any of the violations described below within the past three (3) years.

6.5.1 Six (6) or more points;

6.5.2 Current Suspensions;

6.5.3 Two (2) or more suspensions on record;

6.5.4 Driving convictions related to alcohol or narcotic substances, careless driving (excludes "w/o due care"), or reckless driving;

6.5.5 Multiple failures to appear in court;

6.5.6 Outstanding warrants;

6.5.7 Cited by State of Michigan for Unsatisfactory Driving Record (UDR) unless record has been clear for the past three (3) years; and

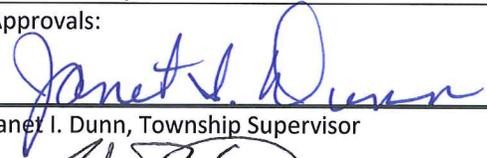
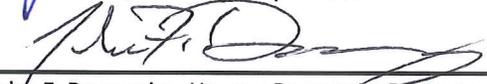
6.5.8 If a current Employee receives any of the above listed criteria (6.5.2 through 6.5.7) or has ten (10) or more points on his/her driving record during their course of employment; appropriate disciplinary action, up to and including termination, may be administered.

7. Lawful Operation

7.1 Driving any Township vehicle while or immediately after consuming alcohol or under the influence of other self-administered drugs, except prescribed medication that does not impair vehicle operation, is strictly prohibited. No driver shall operate a Township vehicle while using an illegally obtained controlled substance, regardless of impairment. The Township's Drug and Alcohol Policies shall be strictly enforced.

8. Unauthorized Use

8.1 Under no circumstances shall a Township vehicle be used for towing, pushing, or pulling another vehicle or other object, unless it is specifically designed for that purpose and approval from the Supervisor or Department Head has been obtained. Only trained, licensed, and authorized employees shall be allowed to operate Township vehicles for such purposes.

Effective Date:	12/11/2014	Policy Number:	05.10.02R
Original Issue Date:	07/15/2005	Board Approval Date:	12/10/2014
Re-Evaluation Date:	3 Years	Last Revision Date:	11/26/2014
Subject	Vehicle Policy		
	Approvals:		
	 Janet I. Dunn, Township Supervisor		
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