



Newtown Township Policy

Title: Use of Township Vehicle Outside of Normal Working Hours

Policy: 2019-03	Replaces:	Issue Date: June 10, 2019
Section:	Distribution: Newtown Township	Effective Date: June 11, 2019
Chapter:	Issued By:	Review Date: Anytime

Purpose:

This Policy is intended provide guidelines and parameters of the use of a Township Vehicle by Township employees outside of normal working hours, which may include the use of such vehicle for driving between home and work. It is intended to provide for the fastest possible response time for Township incidents, to insure the safety and well-being of Township employees, to facilitate the efficient and effective use of Township resources, to minimize the Township's exposure to liability, to monitor the use of Township-owned vehicles and to comply with regulations relating to Township vehicle usage.

Newtown Township employees may be permitted to take home and utilize a Township-owned vehicle for the following work-related responsibilities outside of normal operating hours:

- After-hours inspections, investigations or meetings
- Outside training events
- Public events
- Being "on call" to respond to any Township emergencies within the Township limits, which may include PA-1 calls, storm or snow events, responses to assist EMS/Fire/Police and other work-related purposes.

Policy:

Employees may, upon specific written direction or approval of the Township Manager or Designee, be permitted to take home a Township-owned vehicle on a permanent or semi-permanent basis.

An employee with a take-home vehicle shall follow the following procedures and have the following responsibilities:

Procedures:

1. Only Township employees who possess a valid, active Pennsylvania driver's license appropriate for the vehicle being driven and who are covered by Newtown Township's automobile insurance carrier are authorized to operate the Township-owned vehicle.
2. All driving rules, regulations and policies of the State of Pennsylvania and Newtown Township are to be followed by the employee and authorized passengers at all times.
3. The employee taking a Township-owned vehicle home must live within a 10 mile radius of the Newtown Township boundaries.
4. All incidents involving Township vehicles must be reported to the law enforcement office of the appropriate jurisdiction, to the employee's Department Head, and to Township Manager immediately. Employees with take-home vehicles will provide copies of any accident reports, citations, etc., concerning the vehicle or its operation, to the Department Head and/or Township Manager.
5. If an employee has a vehicle for use as they are "on call" and goes on vacation or are otherwise off from work and unavailable to respond, that township-owned vehicle shall be returned and made available to the new "on call" staff member.
6. Take home vehicles are not intended to be used for personal purposes, although an occasional personal errand during a commute to or from work or while using the vehicle conducting business off-hours would be acceptable as long as it is not abused.
7. Unattended take home vehicles shall be legally parked and locked at all times, except in emergency circumstances. Employees shall not leave sensitive information or public documents (other than reference material) in the vehicle while off duty.

Responsibilities:

1. Maintenance needs are to be monitored by the employee permitted to utilize the vehicle off-hours and facilitated by Newtown Township as required.
2. Cleaning of the exterior and interior of vehicle is to be done by the employee permitted to utilize the vehicle off-hours
3. The vehicle will be secured at all times when not in use.

4. Refer to Policy 2015-03 regarding prohibition of smoking and tobacco in Township Vehicles.
5. Per the policy from the Township automobile insurance carrier, only passengers who are also on Township-related business may ride in Township Vehicles.
6. The employee permitted to utilize the vehicle will perform a daily visual inspection of the vehicle to see if there are any observable problems prior to it being driven.
 - See Appendix A – Daily Township Vehicle Checklist

