

Town of Rangeley Vehicle Usage Policy (Excludes Fire & Police Departments)

1. Purpose:

The purpose of this policy is to establish guidelines for the use of Town-owned vehicles by employees of the Town of Rangeley. All employees who are assigned a vehicle pursuant to this policy agree to adhere to these guidelines.

2. Statement of Policy:

The Town of Rangeley assigns vehicles to employees for business purposes to ensure the goal of high visibility throughout the Town, overall efficiency, and to provide a rapid response to potential calls for public safety purposes, especially in the case of an emergency where off-duty employees are called to respond.

3. Conditions of Vehicle Assignment and Use:

Employees must meet the following requirements in order to be assigned a vehicle:

- 3.1. Employee is lawfully permitted and able to operate a motor vehicle in the State of Maine and holds a valid driver's license issued by the State of Maine.
- 3.2. Employee is not excluded from the Town's automobile insurance coverage for any reason and agrees to be subject to periodic reviews of the employee's driving record
- 3.3. Employee is required to wear a seat belt while operating a Town-owned vehicle
- 3.4. Employees shall ensure that all use of mobile phones while driving adheres to Maine law and shall not engage in texting or other activities that may distract the employee while driving the Town-owned vehicle.
- 3.5. Employee is limited to driving a Town-owned vehicle within the limits of Rangeley unless driving outside Rangeley is for business purposes or commuting to and from the employee's residence.
- 3.6. Employee will properly maintain assigned Town-owned vehicle by keeping the Town-owned vehicle clean and in operating condition, including ensuring that the vehicle has adequate fuel at all times.
- 3.7. Employees shall be responsible for conducting an inspection of their assigned Town-owned vehicle at the beginning and end of each shift.
- 3.8. Employees shall be required to immediately report any known or perceived concerns with or need for repairs to the vehicle to their supervisor.
- 3.9. Employees are required to exercise due diligence and care to operate the Town-owned vehicle in a safe manner and to always ensure the security of the Town-owned vehicle and its contents.
- 3.10. Employees shall be required to immediately report any damage, theft, or accident involving the Town-owned vehicle to their supervisor, who shall report it immediately to the Town Manager's Office.

4. Limitations of Use:

- 4.1. The Town reserves the sole discretion to assign Town-owned vehicles to employees for business use and reserves the right to reassign vehicles at any time. Town-owned vehicles are permitted to be used for business purposes and are not permitted to be utilized for personal use, except commuting to and from the employee's personal residence. Passengers are limited to other Town employees or individuals related to business purposes of the Town. Non-employees, family members, and friends are not permitted to ride in Town-owned vehicles unless such use is related to business purposes.
- 4.2. Employees shall not be permitted to operate a Town-owned vehicle under any circumstances in which the employee is physically or mentally impaired by any cause that would render the employee unable to operate the vehicle in a safe manner. This includes, but shall not be limited to, operating the Town-owned vehicle while using or under the influence of alcohol, drugs, prescription medications, or any other substance that may impair the employee's ability to operate the vehicle.
- 4.3. Town-owned vehicles are the property of the Town and not of the employee to whom it has been assigned for use. Employees shall have no expectation of privacy related to the use of the vehicle or the storage of personal belongings in the vehicle. Town-owned vehicles shall be subject to inspection by Town officials at any time with or without notice to the employee to whom the vehicle is assigned.
- 4.4. The Town reserves the right to amend or terminate this policy at any time.

5. Liability:

The Town does not assume any liability for bodily injuries or property damage the employee may become personally obligated to pay arising out of an incident occurring in connection with the operation of the Town-owned vehicle for any purpose not authorized by this policy. Fines for parking or moving violations, towing, or impoundment received by the employee during use of the vehicle shall be the personal responsibility of the employee. Employees shall be required to immediately report all violations to the Town Manager's Office.

6. Policy Violations:

In the event of a policy violation, the Town may revoke an employee's privilege of an assigned vehicle. Failure to adhere to this policy in any manner may also result in disciplinary action to the employee.

This policy shall replace any previous vehicle use policy for non-Police and Fire Department personnel.

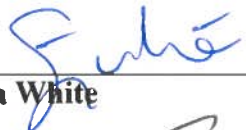
Policy Adoption: November 4, 2024



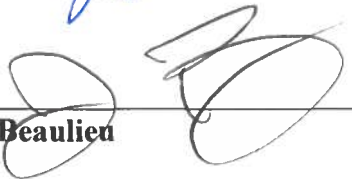
James Gannace, Chairman



Ethan Shaffer, Vice-Chairman



Samantha White



Jacob Beaulieu

**Town of Rangeley Vehicle Use Policy Acknowledgement
(non-Police)**

I, _____ have read and agree to adhere to this Vehicle Use Policy for Town-owned vehicles.

Employee Signature

Date

Employee Printed Name

Department