



Haines Borough
Administrative Policy

Borough Vehicle Policy

Applicable to: *All Employees and Other Persons Using Borough-Owned Vehicles*

Effective Date: *May 2015*

This policy specifically repeals and replaces prior borough policies and administrative memoranda relative to borough vehicles.

I. PURPOSE AND INTENT

This policy establishes a uniform vehicle policy for borough employees. Specifically, it serves as a guideline for mileage reimbursement, use of borough-owned vehicles, taking borough-owned vehicles home, emergency fuel conservation plan, discipline, corrective action and responsibility for enforcement. The intent of this policy is to ensure that employees are using borough-owned vehicles for borough purposes, lawfully operating borough-owned vehicles, eliminating operating expense, and assuring that employees of the Haines Borough are operating borough-owned vehicles consistent with industry best practices.

II. GENERAL BOROUGH VEHICLE PROVISIONS

A. Use of Borough-Owned Vehicles

Employees who operate borough-owned vehicles must adhere to the following regulations:

1. Borough-owned vehicles are to be used only to conduct borough business. No personal use of borough-owned vehicles shall be allowed except that minimal personal use is permitted for employees authorized to take borough-owned vehicles home (see section III) or in the case of police vehicles (see section IV).
2. All employees who operate borough-owned vehicles must have a valid driver's license for the class of vehicle they are assigned to operate and must have it in their possession during employment hours. Employees are responsible for knowing all state and local motor vehicle laws, including the latest amendments.
3. All borough-owned vehicles shall be smoke free. No smoking shall be permitted in any borough-owned vehicle.
4. Seat belts will be worn by the driver and all passengers in accordance with state law.
5. All employees who operate borough-owned vehicles shall be responsible to remove all trash, debris, etc. upon leaving the vehicle. Additionally, all vehicle compartments should be kept clear of materials that could constitute a safety hazard in the operation of the vehicle including unsecured tools, loose debris or other items.
6. The operator of the vehicle is responsible for ensuring that all materials are properly secured onto or in the vehicle before proceeding. If materials extend beyond the end of the vehicle, appropriate flags or lighting should be added to the end of the material.
7. If any mechanical or equipment problems are detected during operation of the vehicle, the employee is responsible for notifying the immediate supervisor so that it can be serviced, as needed.
8. Employees are responsible for paying fines for traffic violations when such fines arise from the operation of a vehicle on borough business. The borough will not reimburse employees for such fines unless there are extenuating circumstances such as unknowingly driving a borough-owned vehicle with defective equipment.
9. Employees must notify their supervisor as soon as practicable, but no more than twenty-four (24) hours after, any motor vehicle accident or moving violation including but not limited to DUI, no insurance, and any driver's license suspension which occurred while the employee was driving any vehicle whether borough-owned or not. The supervisor must then report such accident or violation to

the borough manager within twenty-four (24) hours of receiving notification by the employee. All accident damage and operational damage to any borough-owned vehicle or piece of equipment must also be reported to the public facilities director, within twenty-four (24) hours of the event, to allow the information to be recorded within the vehicle's perpetual history.

10. Only borough employees may be passengers in borough-owned vehicles; however, non-borough employees may be provided transportation if the vehicle is operated by a borough employee and the transportation of the non-borough employee directly relates to borough business and falls within the employee's job responsibilities. In the case of an emergency or stranded individual, transportation may be provided.

B. Insurability Guidelines for Borough Employees Operating Borough Vehicles

A borough employee shall not operate a borough vehicle unless the employee meets the following insurability guidelines. Further no individual applying for borough employment which will involve operating a borough vehicle shall be offered employment if the applicant does not meet the following insurability guidelines.

1. No borough employee who has been convicted of a *major* traffic violation in the past five (5) years shall operate a borough vehicle.
Major violations:
 - Drag racing or speed contest
 - Driving under the influence of alcohol, marijuana or narcotics
 - Open alcohol or marijuana containers
 - Reckless driving
 - Refusal to take or failure of an alcohol or drug test
 - Illegal possession of alcohol, marijuana or narcotics in a motor vehicle
 - Fleeing or attempting to elude
2. No borough employee who has been convicted of more than two (2) *minor* traffic violations in the past three (3) years shall operate a borough vehicle.
Minor violations:
 - Failure to yield
 - Speeding
 - Illegal passing
 - Defective equipment
 - Stop sign/Stop light violation
 - Improper turn
 - Following too closely
3. No borough employee who has been at fault for two (2) automobile accidents in the past three (3) years shall be permitted to operate a borough vehicle.
4. No borough employee who has been at fault for one (1) automobile accident and has been convicted of one (1) *minor* violation in the past three (3) years shall be permitted to operate a borough vehicle.
5. All drivers must be at least eighteen (18) years old.
6. Supervisors should consult these guidelines when hiring new employees as well as promotions of current employees in positions that require driving a borough vehicle.
7. Appeals from these guidelines shall be submitted in writing to the borough manager.
8. As used in this policy "drug" includes marijuana and its derivatives.

C. Use of Personal Vehicles for Borough Business

1. Mileage Reimbursement

Employees occasionally use borough-owned vehicles to conduct authorized borough business when necessary or expedient. When individuals are unable to use a borough-owned vehicle to conduct official business, they will receive compensation for the use of their personal vehicle. Compensation is given at the IRS predetermined per-mile rate. Requests for reimbursement should be submitting in

writing to the finance department (email is acceptable) and include dates, odometer readings, total miles driven, and borough business conducted.

2. All employees who operate a personal vehicle on borough business must have a valid driver's license for the class of vehicle they are assigned to operate. Employees are responsible for knowing and abiding by all current state and local motor vehicle laws.
3. Employees are responsible for paying fines for traffic violations when such fines arise from the operation of a personal vehicle on borough business. The borough will not reimburse employees for such fines.
4. Employees must notify their supervisor as soon as practicable, but no more than twenty-four (24) hours after, any motor vehicle accident or moving violation including but not limited to DUI, no insurance, and any driver's license suspension which occurred while the employee was driving a personal vehicle. The supervisor must then report such accident or violation to the borough manager within twenty-four (24) hours or as soon as practicable.
5. All employees who operate their own personal vehicle for borough business shall have auto liability insurance which complies with state law.

III. TAKE HOME VEHICLES

It is the borough manager's responsibility to approve all requests for a take home vehicle. The department head is responsible for submitting a written request, and obtaining approval before any vehicle can be assigned to an employee as a take home vehicle. Any person approved for a take home vehicle, must agree to comply with all requirements stated in this policy.

A. Procedures

No assigned borough-owned vehicle will be used for personal business, unless the event qualifies under the definition of: "*de minimis*" personal use, as defined by the IRS code. Borough-owned vehicles are not allowed to be driven to an employee's home unless the employee is subject to and experiences frequent call outs for emergency response duties, after normal working hours, or is employed in a capacity that requires frequent evening meetings or engagements pertaining to borough business and the vehicle has been approved for take home use by the borough manager.

B. Responsibilities

1. Vehicle Inventory

Effective immediately, all operating departments will produce and submit to the borough manager a current department vehicle inventory that includes the name of the assigned driver, take home status, and the type of vehicle being driven. Once the list is on file with the borough manager, each vehicle will be evaluated and classified according to its purpose and use. Pooled or shared vehicles will also be listed as "pool," for an assigned driver. Each department shall review all requests for take home vehicle privileges. The borough manager shall review, approve, or deny the requests, and keep the departmental vehicle and driver lists on file in the borough clerk's office. The departments are responsible for reporting changes and updates to the vehicles and assignments.

2. Vehicle Care

All employees who operate borough-owned take home vehicles shall be responsible to care for the vehicle in a way that prolongs the life and appearance of the vehicle. The vehicle should be scheduled for regular service to be conducted by the borough mechanic. The vehicle should be kept relatively free of trash or debris. Additionally, all vehicle compartments should be kept clear of materials that could constitute a safety hazard in the operation of the vehicle including unsecured tools, loose debris or other items.

IV. POLICE VEHICLES

A. Policy

It is the policy of the Haines Borough Police Department (HBPD) that a marked police vehicle meeting the definition of an emergency vehicle will be assigned to each police officer. The officers of the HBPD are

required to operate their assigned vehicles while off duty and on **stand-by** if their primary travels are within the confines of the Haines townsite.

B. Purpose and Intent

The purpose of this section is to protect the lives and property of the citizens of the Haines Borough by facilitating a timely response to assist another officer of the HBPD, another jurisdiction working within the Haines Borough, and as needed to respond to a call while on **stand-by** status. Such assignment of police vehicles in a rural setting prolongs the useful life of patrol vehicles, cutting down on the costs of maintenance and repair. Additionally, the visual presence of a marked police unit travelling in the town can increase the community's sense of safety.

C. Requirements

1. Officers utilizing their assigned vehicle while off-duty and on **stand-by** time must be fully equipped and ready to engage in a law enforcement activity. A full uniform is not required. The officer will advise dispatch they are available to assist and are monitoring the radio.
2. No family members are authorized to be in the off-duty/**stand-by** officer's car, unless pre-approved by the Chief of Police. Such transports, as they may occur, will be radioed in to dispatch with the officer advising they are unavailable until the transport is completed.
3. At no time will a HBPD officer engage in a pursuit or emergency response while in the process of any type of transport (family member, community assist, or prisoner) except in the case of medical transport of a person to a medical facility if the ambulance is unavailable.
4. The Chief of Police, while not subject to stand-by time, is subject to call out at any time and may use his assigned emergency vehicle while engaged in personal errands within the townsite, subject to the requirements noted above.

V. EMERGENCY FUEL CONSERVATION

A. Purpose and Intent

The borough must be able to supply public and safety services should the motor-fuel supply become disrupted or impacted by economic conditions, natural disaster, war or terrorism. The borough must have an adequate fuel supply to ensure all critical public services in the event of inadequate supply or price increases which threaten the borough's budgeted fuel expenditures. The borough will maintain a priority list of vehicles/equipment to be fueled in the event of limited fuel or funds.

B. Departmental Fuel Conservation

All departments shall have a plan detailing fuel consumption and fuel use reduction for each of the four levels of fuel conservation. Each department will be responsible for educating all staff members on this policy and the department's fuel conservation plan before the employee can operate a borough-owned vehicle or any mobile equipment.

C. Fuel Conservation Levels

Level 1 control will be required of all borough operations permanently. Should conditions necessitate additional conservation, the Borough Manager shall inform the department heads of the level of conservation which shall be followed.

1. Level 1 Implementation (Normal Operations)

All departments will comply with *Level 1* of their fuel conservation plan. Level 1 will permit normal operations with no restrictions on any in- or out-of-town travel for borough business but will specifically identify procedures that are required to eliminate unnecessary fuel consumption. Each department shall eliminate unnecessary trips; eliminate multiple vehicle calls; and/or identify other ways to reduce fuel consumption. Plans shall include, but not be limited to, eliminating the unnecessary idling of vehicles, the driving (roading) of heavy equipment to work-sites, or any other operational process where worthwhile fuel savings can be achieved. The reduction in wear and tear and fuel consumption for a piece of equipment being towed on a trailer, versus being driven, should far outweigh the additional cost of trailers or fuel burned by the tow vehicle. After departmental plans are submitted and approved by the Borough Manager, all employees driving or operating vehicles will be trained, signed off, and held accountable for complying with all provisions of the policy.

2. Level 2 Implementation (Minor Reduction)

Level 2 shall eliminate any out-of-town training or conference travel involving borough vehicles not required as part of their departmental professional certifications or accreditations. In cases where training and travel are necessary, every attempt will be made to postpone the training until the emergency has subsided. When the travel is required, each trip must be approved in writing by the Borough Manager. Other daytime business hours use of vehicles will be permitted.

3. Level 3 Implementation (Substantial Reduction)

Level 3 shall eliminate take home vehicles. In Level 3, only vehicles defined and equipped as an emergency response vehicle in a critical support role will be allowed take-home privileges. *Level 3* of the plan must designate any vehicle classified as an emergency response vehicle for take-home privileges. Driving during business hours must be limited to scheduled maintenance operations, emergency responses, or planned pick-up or delivery of critical supplies.

4. Level 4 Implementation (Major Reductions)

Level 4 shall specify that only approved emergency response vehicles, specifically designated in the plan, will be permitted to be operated. All other borough-owned vehicles normally used during business hours will be parked and taken out of service until the Borough Manager reduces the implementation level or ends the emergency.

VI. DISCIPLINE AND CORRECTIVE ACTION

Employees shall be subject to corrective or disciplinary action up to and including termination for violations of this policy. Corrective action may also include removal from driving responsibilities which may result in the reduction in the employee's classification and pay and may result in the removal of the employee from their position with the borough.

VII. RESPONSIBILITY FOR ENFORCEMENT

Department Heads and supervisors shall be entrusted with the day-to-day enforcement of the Borough Vehicle Policy.



David Sosa
Borough Manager

28 May 2015
Signature Date