



VEHICLE USE POLICY
Adopted by Emerald Isle Board of Commissioners 8-14-07
As Amended 09-11-09

Employees / Officials Only May Operate

Only Town employees and elected officials of the Town are authorized to operate Town vehicles or equipment. Volunteers may do so in training and emergency situations only, unless otherwise authorized by the Town Manager.

Driver Licensing and Qualifications

It shall be required for anyone operating Town-owned vehicles or equipment to have a current, valid driver's license for the class of the vehicle being operated.

All authorized vehicle and equipment operators of the Town, be they full-time, part-time, temporary (seasonal), elected, or volunteer, shall be 18 years or older to operate any Town-owned equipment. Such equipment shall include, but not be limited to, vehicles, ATV's, jet skis, trailers, boats, etc.

If during the last 36 months, the driver had any of the following experiences, they may not be permitted to operate a Town vehicle:

- Been convicted of a felony
- Been convicted of sale, handling or use of drugs.
- Been convicted of an alcohol- or drug-related offense while driving.
- Had driver's license suspended or revoked.
- Been convicted of three or more speeding violations or one or more other serious violations.
- Have a history of multiple chargeable accidents for which the employee is judged at fault.
- Been convicted of passing a stopped school bus.

Review of Motor Vehicle Record

State Motor Vehicle Records (MVRs) will be used as the source for verifying driver history. MVRs will be obtained and reviewed at least annually. Driving privileges may be withdrawn or suspended and/or the Town vehicle removed for any authorized driver not meeting the above requirements. In addition, appropriate disciplinary action may be taken.

Assigned Vehicles / Vehicle Use

The Town Manager may assign vehicles to employees for commuting purposes when there is an interest of the Town to do so for purposes of improved response time, preparedness, on-call status, etc.

Town Business Only

Town vehicles and equipment shall be used for Town purposes only. They are not to be used for personal business either while on-duty or after work hours. No exceptions, unless specifically authorized by the Town Manager in extreme circumstances. The use of Town vehicles to travel to and from lunch, to

purchase a snack, etc. is permitted provided such use does not add significant mileage and wear to Town vehicles.

For those individuals assigned vehicles for commuting purposes, they may make incidental stops (along the route to and from work) while commuting. These individuals who take Town vehicles home shall see that the vehicle is made available for Town use during any period of vacation or other extended leave. Town vehicles shall not be used for the transport of personal property.

Authorized Passengers Only

Only authorized persons are to be transported in Town-owned vehicles. This includes Town employees, elected officials, elected officials from other agencies, employees of other governmental agencies, members of Town boards and committees, volunteers, and any individual conducting official business with the Town, unless otherwise authorized by the Town Manager. The only exceptions are bona-fide emergency situations. Employees assigned take-home vehicles may transport family members (i.e. to school or work, etc.) on their way to and from work with approval from their supervisor. Such transport should be approved first by the employee's supervisor, and should not result in significant additional mileage or wear on the vehicle.

Safety

Every authorized operator of Town-owned vehicles or equipment has an obligation to adhere to safe driving practices. All federal, state, and local laws governing vehicles and public roads will be adhered to including that employees and all passengers are required to wear seat belts as required by North Carolina Seat Belt Law. Any citation issued to a Town employee while operating a Town-owned vehicle shall be reported to the Department Head within 24 hours or the next business day.

Accidents

Any accident involving a Town-owned vehicle or equipment will be reported immediately to a supervisor, and to the Town Manager within 24 hours or the next business day. An employee involved in an accident in a Town vehicle should stop immediately, alert other drivers to any hazard, contact the police, make no admission of fault to anyone, be courteous but not discuss the particulars with anyone except the Police, exchange name and insurance information with other drivers, write down license numbers of all vehicles involved, obtain witness information, and not move the vehicle until instructed by the police. It is the responsibility of the supervisor to complete and transmit the accident report. Failure of an employee to report an accident, no matter how minor, may be grounds for disciplinary action.

Inclement Weather

Town vehicles shall burn headlights during periods of inclement weather. Individuals required to drive a Town vehicle home but not required to remain in Town during an evacuation are permitted to drive such vehicles out of the evacuation area so that they may return as soon as possible to begin disaster recovery efforts. While out of the evacuation area, all Town policies regarding vehicle use will be applied.



**EMPLOYMENT DISCLOSURE AND RELEASE FORM
EMPLOYEE DRIVING RECORD INFORMATION**

1. In connection with my employment (or application for employment), I hereby give permission to the Town of Emerald Isle to obtain my state driving record (also known as my motor vehicle record or MVR).
2. I acknowledge and understand that my driving record is a consumer report that contains public record information.
3. I understand that I have the right to request a copy of my driving record and to know the source or sources of my driving record, for a two-year period preceding my request.
4. This authorization shall remain on file with the Town of Emerald Isle for the duration of my employment, and will serve as ongoing authorization for the Town of Emerald Isle to procure my state driving record at any time during my employment period.
5. I understand that the Town of Emerald Isle may take adverse action affecting my employment based on information in my driving record. If such adverse action is taken, I acknowledge my rights are as follows:
 - The Town of Emerald Isle must notify me in writing of such adverse action.
 - I have the right to receive a copy of the driving record upon which the adverse action was based.
 - I have a right to obtain a free copy of my driving record from the agency that provided it, if such request is made within 60 days from the date that the Town of Emerald Isle took adverse action.
 - I have the right to dispute the accuracy or completeness of my driving record with the consumer reporting agency that provided it, and request that errors be corrected.

Employee's Name (Print)

Employee's Signature

Date Signed

Driver's License Number & State

Date of Birth