

## USE OF CITY VEHICLES

A “city owned vehicle” is any vehicle to which the Town of Ashland City holds title.

Certain jobs require that employees be “on call” 24 hours a day, and for that reason, the city currently provides a “take home” vehicle for selected employees. **The only employees that will be permissible to take the city owned vehicles home will be emergency personnel.** The list of employees authorized to possess a “take home” vehicle shall be maintained by the Mayor and may be revised as needed.

A city vehicle is for the employee’s official use as a representative of the Town of Ashland City, and will not be used at any time as a personal vehicle. Any and all persons riding in a city vehicle must have official business with the city.

All vehicles shall be permanently marked as property of the Town of Ashland City. The driver of each vehicle shall have a valid Tennessee Driver’s License and a copy of this license shall be on file in the Finance Department’s office.

City owned “take home” vehicles are allowed to travel outside the city limits of Town of Ashland City if the employee lives outside the area.

While operating a moving vehicle, cell phone conversations should be kept to an absolute minimum **(must be hands free)**. No cell phone usage, even with a headset, is allowable for any off-road (maintenance/construction type) equipment. No texting while driving or operating any city vehicle on or off the road.

City employees should wear seatbelts at all times when driving city vehicles.

No smoking in city vehicles.

**ALL accidents or incidents involving a City vehicle or employee MUST be reported immediately to the Department Head and City Recorder.**

**Employees can and will be subject to disciplinary action and up to termination, if a city vehicle is found to not be conducting city business while in their possession.**