



**TOWN OF PALMER LAKE  
BOARD OF TRUSTEES - AGENDA MEMO**

<b>DATE:</b> October 14, 2021	<b>ITEM NO.</b>	<b>SUBJECT:</b>
<b>Presented by:</b> Town Administrator /Clerk		Resolution to Approve Policy for Use of Town Equipment and Distracted Driving

**Background**

Drafted policies to support the Employee Handbook continue to be worked on and finalized. This particular policy relates to the use of town equipment and, as an addendum to the use of vehicles, also includes a distracted driving policy as requested by the Town insurance company, CIRSA, to restrict use of mobile device while driving town vehicles. Adopting this policy provides a few points to assist with the town's risk management.

**Conclusion**

Approve the Resolution to adopt the Policy for Use of Town Equipment and Distracted Driving Addendum.