



INTER OFFICE MEMO

Date: June 20, 2023

To: Board of Trustees

From: Trish Pergament, Deputy Supervisor

Subject: General Township Vehicle Use Policy - Draft

Dear Board of Trustees,

Attached please find a draft for an expanded General Township Vehicle Use policy. Supervisor Kowall asked that we expand our Township Vehicle Use policy as recommended by our insurance carrier (IBEX) and is in line with MMRA guidelines for developing a safe driver program.

If approved, this expanded policy would replace 5.6 Vehicles, which is the current policy in our Administrative Policies and Procedures handbook, which is also attached for your reference.

This revised policy has been reviewed by legal, IBEX, HR, along with the appropriate in-house personnel.

Please let me know if you have any questions or comments.

Thank you,

Trish Pergament

WHITE LAKE TOWNSHIP

GENERAL TOWNSHIP VEHICLE USE - DRAFT

1.0 - Vehicles

The following Vehicle Use Policy ("Policy") covers the use of Township owned vehicles ("Township vehicle(s)"), other than Public Safety Vehicles. White Lake Township has the authority to determine who shall drive a Township vehicle, to establish Township vehicle operator standards and to revoke the right to drive for failure to meet the standards. These policies also apply to drivers using their personal vehicles while on Township business.

1.1 - General Provisions

- 1.1 (a) Authorized Drivers:** Township vehicles are only to be driven by authorized persons who are employees of the Township.
- 1.1 (b) Official Business:** Township vehicles are to be used only for official Township business and driven within the Detroit Metro Area.
- 1.1 (c) Trips Outside the Township or Detroit Metro Area:** Trips outside the Township must be approved by the Department Head. The Township Supervisor must be notified via email of all usage outside of the Detroit Metro area.
- 1.1 (d) Use of Personal Vehicle:** When a Township vehicle is not available, an employee's personal vehicle may be used. In this instance, mileage will be reimbursed per the reimbursement policy listed in the Township Administrative Policies and Procedures.
- 1.1 (e) Passengers:** Township Vehicle passengers are limited to other employees, Township officials or authorized Township guests when traveling for Township business.
- 1.1 (f) Lunch Use:** Use of Township vehicles for lunch is dependent upon circumstances. Lunch breaks will be taken at the closest available location and/or in route to an assignment. Use of a personal vehicle, where possible, should be given priority.
- 1.1 (g) Taking a Township Vehicle Home:** Employees as determined by the Department Head, may be allowed to take a Township vehicle to their residence due to the nature of their work, such as responding to emergency calls. Employees who do not respond to emergency calls may also on occasion be allowed to take a Township vehicle to their residence if the situation permits. Department Heads will be responsible for determining if the situation is justified. The use of a Township vehicle is not an employee fringe benefit and personal use is prohibited.

The Township Supervisor shall have the exclusive use of a Township vehicle at all times during his employment as Township Supervisor. The Township shall be responsible for the costs of insurance, operation, maintenance, and repair. (Amended 9/20/2005)

Designated employees may also be provided with the use of a Township vehicle for personal use. This includes employees who have vehicle use included in their employment agreement.

1.2 - Driving a Township Vehicle

Employees are only allowed to drive a Township vehicle or a personal vehicle for Township business if:

- 1.2 (a) Valid Driver's License:** They have a valid driver's license and the correct license/endorsement for the type(s) of Township vehicles driven and provide proof in the form of a copy to Human Resources. They must inform the Human Resources Department of the loss or modification of a valid driver's license by suspension, revocation, expiration, modification, or any other vehicle-related violation. They must have their driver's license with them while they are driving a Township vehicle.
- 1.2 (b) Proof of Personal Automobile Insurance:** They have provided the Human Resources Department with a copy of their personal automobile insurance to show they are eligible to drive their personal vehicle for Township business.
- 1.2 (c) Clean Driving Record:** They do not have any of the grounds for revocation/disqualification as provided in section 1.3 below.
- 1.2 (d) Follow this Policy:** They have read and are familiar with the provisions in this policy.

1.3 - Driver Screening Process

- 1.3 (a) Automatic Revocation/Disqualification:** The circumstances noted below will be cause for automatic revocation of Township vehicle driving privileges or in the event of a new hire, driving privilege disqualification:
 - 1. Conviction of a driving-related felony.
 - 2. Suspension or revocation of license due to an unsatisfactory driving record as defined by the Michigan Department of State.
 - 3. An at-fault crash resulting in a fatality (an at-fault crash means the driver was fined, sued, and as a result received an adverse judgement, or the driver's insurance company settled for damages to another party, or the driver settled out of court or otherwise was determined to be liable).
 - 4. If a driver had any of the following circumstances in the **prior five years:**
 - Accumulated more than six points on their driving record.
 - Convicted of any alcohol/drug related offense.

- Convicted of driving while license was suspended or revoked.
5. If driver had any of the following circumstances in the **prior year**:
- Accumulated more than three points on their driving record.
 - Convicted of any alcohol/drug related offense.
 - Convicted of driving while license was suspended or revoked.

1.3 (b) Lack of Driver’s License/Insurance

Drivers that do not have a valid driver’s license and/or proof of insurance will be prohibited from driving a Township Vehicle and/or driving their personal vehicle on Township business, and may lose other reimbursement, compensation, and/or allowance related to vehicle expenses. If this prohibition prevents an employee from performing his/her assigned job responsibilities, employment action (temporary or permanent) could occur. Employment action could include, but not be limited to transfer, reassignment, demotion, suspension, or discharge.

1.3 (c) Monitoring

Employee driving records will be screened and routinely monitored by automatic subscription received through the Michigan Department of State. (See also, Township Authority and Responsibilities 1.6 (a).)

1.4 - Operating Standards

1.4 (a) Windows are Clean: Before operating a Township vehicle the windows must be clean and free of mud, snow, or frost.

1.4 (b) Obey all Traffic Laws: Employees and their passengers must obey all traffic safety laws and regulations and must wear seat belts. Use headlights, hazard lights (blinkers) or roof flasher when necessary. The driver is responsible for safe, courteous, and economical use of the Township vehicle.

1.4 (c) Handsfree Communication: Only hands-free communications shall be allowed while operating a Township vehicle.

1.4 (d) Maintenance:

1. No employee will knowingly operate a vehicle found to be in violation of a state safety code or the law.
2. Employees operating Township vehicles are responsible for routine up-keep and cleanliness including fuel and all other fluids as needed, checking tire pressure, washing, and vacuuming of the interior.
3. The employee shall report all mechanical problems or malfunctions to the Maintenance department who shall be responsible for maintenance of the Township vehicle.
4. The Maintenance department shall maintain mechanical vehicle inspection records along with records for repairs (recall or otherwise) for the life of the vehicle. Records for repairs not conducted by the Maintenance department shall be forwarded to the

Maintenance department upon receipt to be maintained. Once a vehicle has been decommissioned, the Maintenance department shall send the vehicle records to the Clerk's office to be maintained per the appropriate record retention schedule.

5. Vehicles, tools, and equipment (if applicable) will be inspected for cleanliness and general condition on a regular basis. Employees should see their Department Head for an inspection form. Employees who routinely fail inspection of vehicles and or equipment may be subject to disciplinary action.
- 1.4 (e) Vehicle Expenses:** Expenses shall be monitored by the accounting department by reviewing gas card statements.
- 1.4 (f) Parking:** Township vehicles are to be parked in a Township authorized location during non-working hours. When parking a Township vehicle, remove the key from the ignition, lock the vehicle, and ensure the vehicle is parked in a safe location. Avoid double-parking, blocking entrances or parking in a manner that may result in fines. Vehicles shall not be left running and unattended.
- 1.4 (g) Accidents:** Unless physically unable to do so, employees should contact the police to report all accidents and wait at the scene of the accident for the police to arrive. The employee shall request an accident report number from the officer. Employees should not accept responsibility for the accident or guarantee payment to another party without Township authorization.
- 1.4 (h) Reporting Accidents:** Employees shall promptly report any accident, damage, or traffic violation resulting from the accident to their Department Head who will in turn notify the Supervisor, Human Resources, and the Clerk's office. The Clerk's office is responsible for filing the appropriate insurance claims for the incident.
- 1.4 (i) Breakdowns:** Employees whose vehicle becomes inoperable while in use shall call for towing assistance. If available, warning devices such as flares or reflective triangles shall be placed to reduce the potential for another collision. The vehicle shall be towed to the Township parking lot unless otherwise directed by Maintenance or the employee's Department Head. The employee shall move to a safe location but remain with the vehicle (in non-injury situations) while waiting for assistance to arrive.
- 1.4 (j) Fines:** Employees are responsible for paying any fines they receive while driving a Township vehicle or personal vehicle on Township business.
- 1.4 (k) Working on a Road Right Away:** Employees shall use traffic lights or flashers if a vehicle is parked in the public road right away or if the employee is working outside of a vehicle in the public road right away.

1.5 - Prohibited Conduct

- 1.5 (a) No Impairment or Extreme Fatigue:** Employees shall not be impaired by alcohol or drugs (legal or otherwise), or by extreme fatigue while driving or riding in a Township vehicle. Employees must immediately inform their Department Head if they have driving

limitations due to health problems, are taking prescription medication that may impair their ability to drive or have any driving restrictions.

- 1.5 (b) Transporting Alcohol or Drugs:** No alcohol or drugs shall be transported in a Township vehicle.
- 1.5 (c) Vaping, Smoking, or Smokeless Tobacco:** No vaping, smoking, or smokeless tobacco shall be allowed in a Township vehicle.
- 1.5 (d) Distracted Driving:** Drivers may not read maps/documents, text, program GPS devices, use cell phones, laptops, or any other type of portable media device while operating a Township vehicle. Drivers must pull over to a safe location and park the vehicle if they need to use a portable device or read a document.
- 1.5 (e) Unauthorized Passengers or Drivers:** Employees shall not have an unauthorized passenger in a Township vehicle or allow someone else to drive unless they become unable to drive due to an emergency or unforeseen impairment.

1.6 - Township Authority and Responsibilities

- 1.6 (a)** The Township will continuously evaluate an employee's eligibility to drive Township vehicles and as well, their eligibility to drive on behalf of the Township for business via the Michigan Department of State driving record subscription.
- 1.6 (b)** The Township may at their discretion revoke an Employee's use of Township vehicles, and an employee's ability to drive on behalf of the Township, either temporarily or permanently, based on an employee's driving record or for other reasons, such as health concerns, disciplinary action, violations of Township vehicle operating standards, etc.
- 1.6 (c)** The Township may at their discretion require that an alcohol or drug test be taken immediately if an employee is involved in an accident and there is suspicion that the employee may be impaired. Human Resources will arrange a time and location for the test.

1.7 - Policy Compliance and Directives

- 1.7 (a)** Failure to comply with this policy may result in discipline, up to and including dismissal.
- 1.7 (b)** This policy may be supplemented by department directives after consultation with the Township Supervisor.

5.6 - Vehicles

5.6 (a) - General

The driver of a township vehicle must have a valid Michigan operator's license with proper classification for the vehicle being driven.

Township personnel shall drive in a cautious manner at all times. They shall obey all traffic laws and regulations. All passengers in a township vehicle shall properly use the provided safety belts.

5.6 (b) - Use

Township vehicles may be used for authorized township business only.

Employees may be directed by a department head to take a township vehicle to their residence due to the nature of their work, such as responding to emergency calls. The use of a township vehicle is not an employee fringe benefit, and personal use is prohibited. Employees may use the car for personal errands, such as making a stop on the way to and from work, so long as no additional mileage or other cost is incurred to the township.

The Township Supervisor shall have the exclusive use of a township vehicle at all times during his employment as Township Supervisor. The Township shall be responsible for the costs of insurance, operation, maintenance and repair. (Amended 9/20/2005)

5.6 (c) - Maintenance

The person who is assigned a township vehicle is responsible for the general maintenance of that vehicle. This includes cleanliness, maintaining a log of inspections (e.g. condition, fluids, etc.), arranging for routine scheduled maintenance (e.g. oil change, tune up, car wash, etc.), and reporting needed major repairs to their immediate supervisor.

5.6 (d) - Accidents

All accidents must be immediately reported to the Police Department for an incident report, and to the employee's immediate supervisor. The employee's supervisor must notify the Clerk's office to file the appropriate insurance claims.

5.6 (e) - Breakdowns

When possible, warning devices such as flares or reflective triangles shall be placed to reduce the potential for another collision.

Vehicles which become inoperable shall be towed to the Township parking lot unless otherwise directed by the employee's Department Head.

The employee who is responsible for an inoperable vehicle shall remain with the vehicle in non-injury situations unless otherwise directed by their immediate supervisor.

5.7 - Public Use of Township Facilities

5.7 (a) - Availability

Township facilities are available for use by any Township resident or Township organization free of charge for events which the public may attend. Appropriate fees will be charged for private use of Township facilities in accordance with the Township fee ordinances.

5.7 (b) - Reservations

Reservations, rental agreements and facility lease contracts shall be made available at the office of the township Treasurer.