



Vehicle Policy

Use of Town and/or Personnel Vehicle for Travel

If attending a meeting outside the Town of St. Albans, a Town vehicle may be used if available. The Town Manager's Office should be contacted at least three days in advance of travel to see if a Town vehicle will be available on the needed date(s).

If use of a personal vehicle is necessary, reimbursement will be allowed at the mileage reimbursement rate currently prescribed by the IRS. Mileage may be reported to the nearest tenth of a mile. (*Example: 155.4 miles multiplied by \$0.66/mile = \$102.56*). The IRS mileage rate is set every January.

Accidents

In the event of an accident involving a Town employee and/or Town vehicle, the following guidelines will be observed:

1. Check for injuries and request emergency services and law enforcement assistance as quickly as possible. Render such aid to accident victims as you are able to provide until assistance arrives.
2. If a Town vehicle is blocking a travel lane or creating a danger to anyone, attempt to move the vehicle out of harm's way.
3. Use road flares, when possible, to warn traffic of danger. Be careful to keep burning flares at a safe distance from vehicles to avoid fire or explosion. Before leaving on a trip in a Town vehicle, the employee shall confirm that safety flares are in the vehicle. If safety flares are needed contact the Town's Department of Public Works to assure that safety flares are in the vehicle and ready for use.
4. Secure the names and contact information of any witnesses to the accident event. If the employee has access to a camera, it is suggested that photos of the accident scene be taken.
5. Record the name(s) and contact information for anyone involved in the accident. Document apparent injuries, appearance, coherence and condition of anyone involved in an accident.
6. Cooperate fully with the responding law enforcement and emergency services personnel assisting with the accident.
7. As soon as conditions stabilize at the scene, report the accident to the Town Manager's Office. If after working hours, report the incident to local law enforcement and request the information be forwarded to the Town Manager. If

possible, leave a telephone or cellular phone number where you may be reached.

Town Vehicles and Equipment

Employees are responsible for all Town owned vehicles or equipment used in their particular position or department and for their proper use and maintenance. Any defects noted should be reported to the employee's supervisor as soon as possible. Town-owned vehicles and/or equipment shall not be used for personal use.

Supervisors shall ascertain the driving ability of any employee authorized to use a Town vehicle. Any Town employee is prohibited from using a Town vehicle if they are impaired due to illness, intoxication, use of prescription drugs and or illegal drugs. Inappropriate use of Town-owned equipment may be grounds for disciplinary action(s) against an offending employee.

Approved on **August 21st, 2023** by the Town of St. Albans Selectboard:



Bryan DesLauriers, Chair



Jack Brigham, Vice Chair



Brendan Deso

Jonathan Giroux



Jeff Sanders