

Introduced: 01/11/2022  
Public Hearing: 02/08/2022  
Adopted: 02/08/2022

**TOWNSHIP OF TEWKSBURY  
HUNTERDON COUNTY, NEW JERSEY  
ORDINANCE NO. 01-2022**

**AN ORDINANCE OF THE TOWNSHIP OF TEWKSBURY, HUNTERDON  
COUNTY, NEW JERSEY AMENDING TITLE II, ADMINISTRATION  
AND PERSONNEL, CHAPTER 2.40, TOWNSHIP VEHICLES, OF THE  
TOWNSHIP CODE OF ORDINANCES**

**WHEREAS**, the Township of Tewksbury (the “Township”) issues Township owned vehicles to its employees to use in carrying out their official duties; and

**WHEREAS**, the Township Committee finds and declares that it is in the best interests of the Township and its residents to regulate the possession and use of Township owned vehicles by its employees.

**NOW, THEREFORE, BE IT ORDAINED** by the Township Committee of the Township of Tewksbury, Hunterdon County, New Jersey, as follows:

**SECTION 1.** Title II, Administration and Personnel, Chapter 2.40, Township Vehicles, of the Township Code of Ordinances is hereby created as follows:

2.40.010 – Definitions

As used in this Chapter, the following terms shall have the meanings indicated:

“Authorized Emergency Vehicle” means vehicles of the Police Department and such other vehicles as are approved by the chief administrator when operated in response to an emergency as defined by N.J.S.A. 39:1-1.

“Motor Vehicle” means all vehicles propelled otherwise than by muscular power, excepting such vehicles as run only upon rails or tracks and motorized bicycles as defined by N.J.S.A. 39:1-1.

2.40.020 - Use of municipally owned motor vehicles.

- A. Township-owned vehicles shall be used for official Township business only. Township vehicles shall be available for Township business at all times.

- B. The Township Committee may authorize a Township employee to take a Township owned vehicle home to his residence for purposes of responding to emergencies and urgent situations outside of normal business hours, provided that, no Township employee shall be authorized to take any Township owned vehicle home to his residence during the first two (2) years of his employment with the Township. Any Township employee who has permission to take a Township owned vehicle home to his residence shall not drive the vehicle for personal use. No other person shall be permitted to drive or be permitted to be a passenger in a Township owned vehicle at any time, unless the passenger is another Township employee or professional. Exempt from this subsection regarding non-employee passenger transport are passengers transported via Township Police Department vehicles and authorized emergency vehicles.
  
- C. All new and existing Township owned vehicles shall be plainly marked or lettered "Township of Tewksbury," or bear the official Township seal, which marking or lettering shall be placed in a contrasting color located in a prominent place on the passenger and driver sides of the vehicle. All Township owned vehicles shall be licensed as municipal government vehicles and shall display municipal government license plates. Vehicles used by the Township Police Department shall be exempted from the requirements of this subsection.
  
- D. Township employees to whom Township owned vehicles are assigned shall be responsible for reporting any mechanical difficulties or safety defects in accordance with Township policies and procedures. Township employees shall be responsible for ensuring that their assigned vehicles are kept clean, in good operating condition and are serviced in accordance with a representative maintenance schedule. Township employees shall be held liable for loss or damage to a Township owned vehicle if the loss or damage is the result of gross negligence or reckless conduct on the part of the employee. All occupants of Township owned vehicles shall wear seat belts in compliance with N.J.S.A. 39:3-76.2. All drivers of Township owned vehicles shall refrain from the use of handheld communication devices in accordance with N.J.S.A. 39:4-97.3. It shall be the Township employee's responsibility to possess and maintain a valid driver's license of an appropriate class and with any endorsements required to operate the Township owned vehicle.
  
- E. Township employees shall inform their department head or the Township Administrator, as applicable, within twenty-four (24) hours of an event causing their driver's license, including any endorsement(s), to be suspended or revoked for any reason.
  
- F. All Township employees operating Township owned vehicles shall comply with all motor vehicle and traffic laws. Failure to comply with all motor vehicle and traffic laws may result in disciplinary action, up to and including termination.

G. All motor vehicle crashes involving a Township owned vehicle shall be reported to the police department having jurisdiction over the location where the accident occurs. A Township internal vehicle crash report shall be prepared by the driver and his immediate supervisor, including a vehicle report with all sketches and details attached, which vehicle crash report shall be in addition to any report prepared by the responding police agency. Completed reports shall be submitted to the department head or Township Administrator, as applicable, within twenty-four (24) hours of the crash.

**SECTION 2.** All actions of the Township taken prior to the date of adoption hereof contemplated by this Ordinance are hereby ratified and approved.

**SECTION 3.** If any section, paragraph, subsection, clause or provision of this Ordinance shall be declared invalid by a court of competent jurisdiction, such decision shall not affect the validity of this Ordinance as a whole or any remaining part thereof.

**SECTION 4.** All Ordinances or parts of Ordinances of the Township of Tewksbury heretofore adopted that are inconsistent with any of the terms and provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

**SECTION 5.** This Ordinance shall take effect immediately upon its final passage, approval and publication as provided by law.

I HEREBY CERTIFY the above to be a true copy of an Ordinance introduced by the Township Committee of the Township of Tewksbury at a duly convened meeting held on January 11, 2022 and adopted on February 8, 2022.

Jennifer Ader  
Municipal Clerk