

	Pittsfield Charter Township Vehicle Policy & Procedures	GENERAL OPERATIONS	
		RESOLUTION NUMBER: 11-25	<i>Effective Date:</i> <i>April 27, 2011</i>

Pittsfield Charter Township Vehicle Policy & Procedures

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I. PURPOSE

The objective of the Township Vehicle Policy is to establish administrative regulations which standardize the procedures utilized by Employees or Officials in the use of Township-owned vehicles or privately owned vehicles in the conduct of official Township business.

This Policy is for internal use only, and is not intended to enlarge an Official's or employee's civil or criminal liability in any way. Information included in this Policy should not be interpreted as creating a higher standard for safety or care in a legal sense. With respect to third party claims, the only legal duty of care is that which is imposed by law. Noncompliance with this Policy can only be a breach of an employment or similar duty to the Township, except when such noncompliance is also a violation of the laws of the State of Michigan.

II. AUTHORITY

The Pittsfield Township Board of Trustees.

III. APPLICATION

The regulations and procedures outlined in the policy statement apply to all Township-owned vehicles and to all privately-owned vehicles used in the conduct of Township business.

IV. RESPONSIBILITY

1. The procurement of Township owned vehicles is the responsibility of the Board of Trustees.
2. The authority to assign vehicles is delegated to the Township Supervisor or his/her designee.
3. The authority to authorize reimbursement for the use of privately-owned vehicles on Township business is the responsibility of the township Clerk or his/her designee.
4. The administration of this policy is the responsibility of the Township Supervisor and, within each department, the Department Head.
5. The maintenance of the vehicles is the responsibility of the appropriate Department Head.
6. The financing of the Township-owned vehicles will be an annual decision made by the Township Supervisor and taken to the Board of Trustees for approval.

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V. DEFINITIONS

“Casualty Replacement” is defined as the replacement of a vehicle prior to reaching the end of the assigned life cycle, generally due to physical or mechanical condition.

“Employee” includes all employees, contractual workers, volunteers, or agents conducting township business.

“MI-DEAL” (Michigan Delivering Extended Agreements Locally) allows Pittsfield Charter Township to benefit from the State's negotiating and purchasing power by permitting the township to purchase from the State's contracts on the same terms, conditions, and prices as State government. Pittsfield Charter Township benefits from the reduced cost of goods and services and also from indirect savings related to writing specifications, researching industries, processing invitations to bid, recruiting a diverse pool of potential suppliers, and making awards. The MI-DEAL program is authorized by Michigan legislation and has been in existence since 1975.

"Official" includes all persons in elective office, or those appointed to serve on commissions, committees or task groups in pursuit or support of township business or township sanctioned activities.

"Vehicle" includes any motorized vehicle in which or on which an individual rides. This includes but is not limited to cars, trucks, vans, buses, electric carts, and heavy machinery vehicles.

VI. Justification of Vehicle Purchase

Procurement of vehicles presents special problems regarding insurance, maintenance, parking, and impact to the environment. Vehicle purchases and donations will be scrutinized closely for appropriate technology, total cost to the township, parking and storage, safety, cleanliness, appearance, and functionality.

1. Requests to replace vehicles with less than 70,000 miles must include written justification to substantiate the replacement.
2. Estimates of repairs to place a vehicle in proper operating condition are required before a replacement vehicle is considered.
3. Written Justification

The Department Head that is requesting the vehicle must provide justification for vehicle purchase or lease that includes the following information:

- a. A statement of purpose for the vehicle.
- b. A statement, including the supporting rationale, that explains that similar vehicles are not available from elsewhere in the township or surplus

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sources, or if available, cannot be used to meet essential work requirements.

- c. A description of the proposed vehicle and the cost to obtain it from MI-DEAL or another Washtenaw County dealership if the cost is equal or less than the MI-DEAL cost.
- d. The nature of the operating environment, urgent circumstances, or vehicle requirements that make it necessary to buy from a source other than MI-DEAL.
- e. The availability of similar vehicles on a lease basis and the monthly cost of leasing the vehicle.
- f. The date the vehicle must be available for use.

4. Mechanical Failure

- a. Casualty replacements due to mechanical failure will be examined for cause. Possible vehicle, vehicle life cycle, or operational changes that may be necessary to avoid future casualty replacements will be reviewed. Casualty replacements due to physical damage will be examined carefully as the potential exists for liability expenses as well as workers' compensation expenses. The Department Head will review all casualty replacements and the Board of Trustees will approve.

5. Selection of Vehicles

- a. Selection of an appropriate vehicle type is an essential part of cost effective fleet management. It is an objective of the Township that vehicles supplied for Employee use are well suited to performing the work to be accomplished.
- b. Employee safety, public safety, and environmental impact will be considered when acquiring vehicles. Manufacturer's ratings, including load carrying capacity and trailer pulling capacity, will be followed when developing vehicle specifications for acquiring vehicles. All applicable state and federal laws, rules, and regulations will be followed concerning vehicle type selection. Fifteen-passenger vans will not be purchased.

6. Life Cycle

- a. A life cycle must be established at the time of vehicle acquisition. The life cycle will include parameters for vehicle age as well as vehicle usage.
- b. Vehicle type and the work environment in which the vehicle will perform will be taken into account. The life cycle will be used in planning vehicle replacement and in monitoring vehicle usage.

Financial options including vehicle rental, vehicle leasing and vehicle ownership will be examined when acquiring vehicles. The Accounting manager will review vehicle

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acquisitions with Department Heads to assure the appropriate consideration is given to all available financing options.

7. Vehicles reaching the end of their life cycles will be reviewed for condition. Vehicles with useful life remaining will be made available for seasonal and/or temporary use when appropriate. The Township Clerk will follow all laws, rules, and regulations concerning disposal of township property when retiring vehicles from service. This may include making surplus vehicles available for use by other Departments.

A. Budget for Vehicle Purchases

The purchase of replacement and new vehicles on an annual basis shall be part of the annual budget. This budget shall be reviewed by the Treasurer and the Accounting Department. Adjustments to the budget will be applied to reduce vehicle purchase and operational costs, as directed by the Township Supervisor with the approval of the Board of Trustees.

B. Township Vehicle vs. Privately Owned Vehicle

The Township Department must justify the need for a township-owned vehicle based on whether a vehicle will be used a minimum of 10,000 miles per year. The cost-benefit of paying an Employee mileage for use of the privately owned vehicle versus use of a township-owned vehicle must be documented before a township-owned vehicle is considered for purchase. Evaluation of the ongoing need for township-owned vehicles assigned to a department will be made on an annual basis before bidding new township vehicles.

C. Review and Approval by Board of Trustees

When a vehicle is replaced, the vehicle type and use will be reviewed to ensure the department is selecting an appropriate vehicle, and utilization has been, and will continue to be, cost-effective. The Department Head shall submit a written request for such action as purchase, sale, disposal, or transfer of vehicle to the Clerk's Office. The Township Board of Trustees must approve all new vehicle purchases, replacements and requests for a surplus vehicle when that vehicle increases the fleet assigned to a department. Upgrading or significantly changing vehicle type or option level requires written justification. The Board of Trustees must approve all vehicle purchases, sale, disposals and transfers of vehicles.

D. Public Safety & Special Use Vehicles

Public Safety and special use vehicles required for a specific job function will be considered based on need, usage and cost-benefits over the life of the vehicle, versus mileage limitations. Department Heads shall send the Clerk's Office a written request

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to have a vehicle designated as a “special use”. If the request is granted, the vehicle shall be recorded with this designation.

E. Removal or Recall of Vehicles

The Township Clerk may at the request of a Department Head or the Treasurer or Supervisor, remove or recall any township vehicle from a department for any of the following:

- (1) Vehicle does not meet minimum mileage requirement, excluding “special use” vehicles.
- (2) Vehicle abuse, which includes but is not limited to, inadequate care or maintenance and damage to a vehicle caused by disregard or improper use.
- (3) The termination of an Employee or position with an assigned vehicle that will not be replaced within a reasonable time period.
- (4) Department Head may submit a written request to the Township Clerk justifying the retention of a vehicle removed or recalled because of underutilization.

VII. POLICY:

A. General Statement

Pittsfield Charter Township is committed to ensuring personal and public safety in the use of Township vehicles. All Employees or Officials operating Township vehicles are expected to drive responsibly in a safe, prudent and economical manner. It is the policy of the Township to require all Employees that operate or travel in a Township vehicle or are using a privately-owned vehicle while conducting Township business to comply with all Federal, State, and Local vehicle laws. These requirements include, but are not limited to:

- Michigan Motor Vehicle Code
- Michigan Uniform Traffic Code
- United States Department of Transportation Federal Motor Carrier Safety Administration (FMCSA) Drug-Free Workplace Policy; including Commercial Driver’s License (CDL) requirements; and
- Michigan’s Mandatory Seat Belt Law (MCL 257.710e).

B. Usage

The use of a Township vehicle by an Employee or Official will be only for official Township business, and in compliance with the rules and regulations detailed in this policy. The compensation for the use of a privately owned vehicle will be only for

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official Township business, and in compliance with the rules and regulations detailed in this policy.

Standards communicated by the Director of Public Safety for Public Safety personnel will supersede all inconsistent directives for operation of Public Safety vehicles or private vehicles used for township business by Public Safety personnel.

C. Assignment of Township-Owned Vehicles

All Employees or Officials who operate Township-owned vehicles must meet the criteria established below for vehicle assignment. The authority to assign vehicles rests with the Township Supervisor or his/her designee. When a new vehicle is ordered, the Department Head must have confirmation from the Treasurer's Office that the vehicle is insured prior to accepting delivery of the vehicle or picking up the vehicle from the vendor.

Vehicles will be assigned on the basis of functional requirements of the user's position and assignment and should not be construed as being a substitute for other compensation or as a fringe benefit. Vehicles are assigned and certain privileges in their use are granted only as a means of promoting effective and efficient delivery of Township services.

Assignment criteria are established as follows:

1. Assignment with Take Home Privileges

Vehicles are assigned under this classification in order to provide an Employee or Official with access to a Township-owned vehicle for those Employees or Officials whose duties and responsibilities require a vehicle be assigned which includes take-home privileges.

a) Criteria

A vehicle will be assigned to an Employee on a Take Home basis when:

- (1) The responsibilities of the Employee's position require the routine and regular conduct of Township business before or after normal working hours.
- (2) Emergency use on a routine or regular basis will be required before or after normal working hours.
- (3) The responsibilities of the position are such that it is an overall benefit to the Township to assign a vehicle.

2. Limited Use Assignment

Vehicles assigned under this classification shall be assigned to departments with Employees whose positions require routine utilization of a vehicle during normal

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working hours. A Limited Use Assignment means that Take home privileges are not permitted under normal circumstances.

a) Criteria

Under this classification, Township-owned vehicles will be assigned to a department when:

- (1) The nature of the vehicle use is routine, predetermined and predictable.
- (2) The use of a private vehicle would be inappropriate.

3. On Call/Emergency Assignment

Vehicles may be assigned under this classification to those Employees who are assigned "on call" duty beyond normal working hours in order to ensure a quick response to emergency or after-hour calls for service.

a) Criteria

Under this classification, vehicles will be provided through a department to those Employees who periodically are assigned "on call" duty by the Department Head when:

- (1) A demonstrated need for a Township vehicle, to ensure a quick response to an emergency or after-hour calls, has been verified by the Department Head and approved by the Township Supervisor or his/her designee.
- (2) Employee is designated to be "on call" for a specific function or purpose.
- (3) Employees meeting this criteria and "on call" will be allowed to drive the vehicle to and from work. Personal use of the vehicle is strictly prohibited, except infrequent, incidental personal use occurring during otherwise legitimate use of the vehicle.

4. Pool Assignment

Pool vehicles are for general use by Township Employees or Officials who do not have vehicles assigned to their particular positions. All Township-owned vehicles not otherwise assigned will be designated Pool Vehicles. Vehicles so designated may be assigned to a multi-department pool.

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Use of pool vehicles shall be monitored by the by Township Supervisor or his/her designee. Under normal circumstances, take-home privileges are not authorized under pool vehicle use assignments. No pool vehicles are to be driven to or from work under normal circumstances.

a) Criteria

Employee or Officials shall be assigned pool vehicles when their duties and responsibilities require occasional vehicle use, the nature and timing of which are unpredictable, varied and limited.

- (1) Pool vehicle use is to be approved by the Department Head for each use in the case of an Employee; by the Clerk in the case of an Official.
- (2) All pool vehicles and keys are to be returned to the location authorized by the Department Head or Clerk or Clerk's designee.

D. General Assignment

Designation of vehicle assignments in accordance with the policy will be in compliance with instructions issued by Township Supervisor or his/her designee, and will be based upon a review of recommended vehicle use plans submitted by the departments.

E. Township Vehicle Maintenance

1. Safe Condition

All vehicles must be maintained in safe operating condition. Employee and public safety are the primary considerations in making vehicle maintenance and repair decisions.

2. Defects

Employees will notify Department Heads of vehicular defects. Officials will notify the Clerk of vehicular defects. Safety-related defects will be corrected prior to vehicle usage.

3. Damage

Incidents involving physical damage to township vehicles must be reported to the Department Head immediately for potential further investigation. Officials must report incidents involving physical damage to township vehicles to the Clerk. See Accident Procedures (VII. J.) for guidelines regarding reporting and repair of physical damage.

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Employees or Officials assigned township-owned vehicles must take proper care of the interior and exterior appearance of the vehicles.

4. Day to Day Care
(Additionally, follow any checklists your department has established).

- (1) Engine Oil Level. Add recommended oil as necessary. Do not add *or* instruct vendors to add oil additives.
- (2) Fluid leaks. Check ground for oil or other fluid spots.
- (3) Tires. Check air pressure regularly. Tire pressure other than that stated by the manufacturer will reduce the tire life, impact vehicle handling, and reduce fuel economy. Check tires for excessive wear or uneven tread. Have tires rotated according to manufacturers' Vehicle Maintenance Schedule.
- (4) Interior. Vehicle should be kept clean and free of debris and litter. Remove all personal belongings.
- (5) Exterior. Check vehicle for body damage incurred while parked and unattended.
- (6) Employees: Report any damage promptly to your Department Head and complete an accident report. All vehicles are to be washed in compliance with Department Heads' instructions.
 Officials: Report any damage promptly to the Clerk.
- (7) Vehicle Wiper blades. Make sure vehicle wiper blades are operating properly.
- (8) Weather-related Safety. Make sure the Defroster is operating properly and Windshield Washer fluid is full. Impaired vision impairs driving.

5. Long-Term Care

Timely preventive maintenance is the key to driving a safe and reliable vehicle that will provide your transportation needs while conducting township business. Please refer to the Manufacturers' Maintenance schedule for recommended vehicle maintenance procedures for your assigned vehicle.

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6. Service Facility Selection

Pittsfield Charter Township annually reviews and evaluates regular maintenance costs for township-owned vehicles. The Board of Trustees approves recommendations based on these comparisons of local vendors' maintenance services. If a vendor participates in the MI-Deal Program, the township may use this vendor for servicing of vehicles.

<i>Type of Maintenance</i>	Vendor	Vendor Address
<i>Tire Purchases & Repairs</i>	MI-Deal Vendor	See Clerks' Office
<i>All Other Vehicle Repairs and Maintenance</i>	Authorized Vendor	See Clerks' Office

For routine and non-routine maintenance of Pittsfield Charter Township vehicles, an Authorized Vendor will perform the scheduled repairs. These repairs include:

- Oil, Lube, and Filter changes
- Tire rotations
- Brakes
- Body, chassis, and basic electrical repairs,
- Drive train, including engines, transmissions, axle, transfer case and hybrid systems
- Processor controlled systems including brakes, engine controls, transmission/transmission controls, and stability controls.

An Authorized Vendor may provide pickup and delivery services for township vehicles.

The Clerk's Office will monitor costs for the department's vehicle on a bi-annual basis.

F. Fuel Purchase

Vehicles must be operated using the type and grade of fuel recommended by the vehicle's manufacturer. Purchase self service gasoline from service stations.

G. Road Service

1. Roadside assistance

Roadside assistance is provided for township vehicles by an authorized towing agency or the nearest approved facility approved by the Department head. The glove compartment of all township vehicles contains a "Towing and Accident

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Procedures” information card for roadside assistance. The approved contractor will provide you with the following services:

- a) Battery Service**
- b) Tire Service**
- c) Mechanical First Aid**

(1) When it is safe, minor adjustments, not requiring parts or supplies, will be attempted at the scene to render your vehicle drivable. These adjustments cannot be guaranteed and you should immediately proceed to a repair facility to consult a mechanic.

- d) Extrication and Winching Service**
- e) Towing Service**
- f) Lock-out Service**
- g) Fuel Delivery Service**

Roadside assistance is not provided for privately owned vehicles.

H. Private Vehicle Use

1. Purpose

The purpose of this Section shall be to provide for private vehicle use for Township business when the duties and responsibilities of a position require vehicle use and a Township-owned vehicle is not available or appropriate.

2. Criteria

Township Employees, authorized by their Department Head or designee, are eligible to use their privately-owned vehicle in the conduct of official Township business when the duties of that position require use of a vehicle and a Township-owned vehicle is unavailable, not assigned or inappropriate. Township Officials are eligible to use their privately-owned vehicle in the conduct of official Township business when the duties of that position require use of a vehicle and a Township-owned vehicle is unavailable, not assigned or inappropriate.

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3. Authorization

Prior approval of the Department Head is required to use a privately owned vehicle to conduct Township business for which mileage reimbursement is requested. The Department Head must approve mileage reimbursement only within established budgetary limits. The Township Supervisor or his/her designee may deny reimbursement if the individual is not determined to be an authorized driver. Employees or Officials authorized to drive private vehicles shall be reimbursed at the current approved mileage rates set by the U.S. Government for that period.

I. *Reimbursement for Use of Private Vehicles*

Upon authorization for use of a private vehicle, Employees or Officials are required to document actual miles driven and will be reimbursed at the currently established rate. Actual miles will be defined as only those miles driven which are directly related to official Township business. This definition does not include those miles required to transport Employees or Officials between home and the primary work destination point.

1. **Processing the Mileage Report for Reimbursement.**

The Employee will complete a Mileage Reimbursement Form or Special Travel Expense Form indicating the miles traveled and the amount requested for reimbursement. Upon signing the form or report verifying the accuracy of the mileage claimed, the Employee will submit the report to the Department Head for approval. The Department Head, to designate approval, will sign the form to verify its accuracy and will forward it to the Accounting Department, requesting authorization of payment.

The Official will submit reimbursement request forms to the Clerk to forward to the Accounting Department, requesting authorization of payment.

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Reimbursement of mileage for the use of a private vehicle on township business will be reimbursed at optional standard mileage rates as posted by the Internal Revenue Service. Reimbursement of vehicle expenses, including mileage, vehicle maintenance, and fuel purchases are to be completed by the Employee or Official and approved by the reporting Department Head or Clerk (in the case of Officials) within the following timeframes:

Mileage	30 days (Employee Policy Manual)
Special Travel Expenses	10 days (Employee Policy Manual)
Expenses billed to Pittsfield Charter Township Credit card	3 days (Resolution)

J. Accident Procedures

If you are involved in a crash and are injured, it is important to stay calm while awaiting help to protect yourself from further injury.

a) If you are not injured:

- (1) Get help for others if they are injured.
- (2) Phone 911, Police and Emergency Services, and notify state, county or other municipal authorities, as required by law.
- (3) Take reasonable steps to protect yourself and others from further damage, which may include driving vehicle (if possible) to side of road.
- (4) After all emergency actions have been completed, collect the following facts if police are not yet on scene:
 - (a) **Name and address of each witness.**
 - (b) **Registration information for other vehicle(s), owners' name, address, license plate number, VIN, and vehicle description.**

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- (c) **Name and address of each person involved and extent of injury.**
 - (d) **Name and address of company insuring other vehicle(s) and insurance policy number(s).**
 - (e) **General information: Location, time, weather, damage to vehicles, etc.**
- (5) A police report must be filed with local law enforcement agencies.
 - (a) Do not discuss the accident with anyone other than the police, unless authorized by a Department Head.
 - (b) Do not sign or make statements regarding responsibility.
 - (6) If the vehicle is unsafe to operate, call the designated Roadside Assistance agency to arrange a vehicle tow. "Towing and Accident Procedures" information is located in vehicles' glove box.
 - (7) Employees: Notify your reporting Department Head immediately.
Officials: Notify the Clerk immediately.
 - (8) Bring Police Report Number and the vehicle (if drivable) to the authorized Township parking location.
 - (9) To report the accident, notify the Assistant to the Treasurer, at the Treasurer's office (734.822.3140). This township Employee will take photographs of the vehicle and complete appropriate insurance forms. Two (2) estimates are NOT needed by the township's insurer.
 - (10) The Treasurer's office must authorize all repairs.
 - (11) Injury reports will be processed by the Human Resources Department.

K. Records Maintenance

The Township Supervisor or his/her designee will develop and maintain records sufficient to ensure proper utilization of Township vehicles. These records should include vehicle assignment, vehicle use, maintenance records, accident incidents, and, in

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particular, such information warranted under special use assignments to ensure accountability of vehicles used beyond normal working hours.

Adequate records of mileage reimbursement, maintenance costs, vehicle purchases, and leases, and fuel purchases will be maintained by the Accounting Department to ensure accountability of public funds.

A daily mileage log is maintained in some vehicles. Employees driving these vehicles must record their mileage on the log. Employees operating the Vactor truck are required to conduct a daily pre-trip inspection and record the inspection on the log in the truck.

Each Department Head will provide a list of Employees assigned to township vehicles to the Township Clerk in the following categories:

1. Take Home Privileges
2. Limited Use Assignment
3. On Call/Emergency Assignment

The list must include the Vehicle Identification Number (VIN), the Driver's Name and the Driver's license number.

The Department shall immediately notify the Clerk's Office of any driver changes to assigned vehicles. Failure to provide this information may result in revocation of an assigned vehicle.

Employees or Officials assigned township-owned vehicles, using vehicles for commuting to and from work, will comply with Section 61a of the Internal Revenue Service Code, the commuting rule related to fringe benefits. In some cases, Public Safety Employees that are assigned a qualified vehicle may be excluded from the fringe benefits rule if the use of the vehicle conforms to IRS regulations.

The Department Head will report the total cost of commuting, per Employee, to the Accounting Department by December 15 of each year.

L. Assignment of Expenses to Departments

Expenditure transactions for the vehicles will be made monthly from the department's account in the Department budget.

Charges for vehicle use will be assigned into the following categories:

1. Gasoline, Oil
2. Maintenance and Repairs
3. Insurance

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M. General Rules and Regulations Pertaining To Vehicle Use by Township Employees or Officials

The following rules and regulations are established as a supplement to all rules and regulations contained in this and other administrative and personnel policies. The rules and regulations contained herein apply to all Township Employees or Officials who are authorized to use Township-owned vehicles or who are compensated for the use of their privately-owned vehicle in the conduct of Township business. Any Employee or Official in violation of these rules may be prohibited from using any Township owned vehicle or privately owned vehicle on Township business and Employees shall, when deemed appropriate, be disciplined, up to and including discharge.

In the event that a breach of duties included in this manual is also a breach of duties imposed by the laws of the State of Michigan, nothing included in this manual will relieve one from liability for the breach of legal duty.

1. Personal Use of Township Vehicles

Avoid use of Township-owned vehicles for private business, personal errands, or recreation. Avoid creating any perception of misuse. Inappropriate vehicle use may result in disciplinary action.

2. Township Vehicle or a Private Vehicle Used on Township Business:

The Employee or Official must. . .

- (1) Possess a current and valid motor vehicle operator's license issued by the State of Michigan appropriate for the size and type of vehicle operated.
- (2) Ensure that the vehicle carries valid Michigan Vehicle plates and Proof of Insurance and Registration.
- (3) Ensure that the vehicle is in proper operating condition at all times.
 Employees: Report any malfunctions of township vehicles immediately to the Department Head.
 Officials: Report any malfunctions of township vehicles immediately to the Clerk.
 Malfunctions of Public Safety vehicles should be reported to the Public Safety Fleet Manager.
 It is important to communicate any condition which presents a safety hazard to the Employee, Official or the general public in the operating of a vehicle.

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(4) Be in satisfactory physical condition to assure safe operation of the vehicle and to prevent a hazard to the driving public.

(5) Obey all applicable laws and ordinances and use seat belts while operating Township owned vehicles or privately owned vehicles on Township business.

(6) Use care and caution at all times when operating vehicles on township business. Improper, careless, or reckless operation of vehicles may result in disciplinary action and may include forfeiture of vehicle use or assignment privileges or other usage restrictions.

(7) Lock all doors, close windows, and carry keys with you when leaving vehicle unattended.

(8) Plan driving trips to avoid unnecessary use of the vehicle.

(9) Drive slowly and with headlights on at appropriate setting in rain, snow, fog, or sleet. If vehicle is equipped, use fog lamps. Drivers are strongly encouraged to use headlights at all times to increase visibility. Adjust the distance between you and the vehicle ahead accordingly to maintain an adequate stopping distance. Wet, slick road surfaces may impair braking. If your vehicle is equipped with anti-lock brakes, (ABS), do not pump the brakes. Avoid “blind spots” of other vehicles.

(10) Familiarize yourself with the vehicle before using it. If your vehicle becomes disabled or an emergency requires you to stop on the side of the road, turn on the emergency flashers. If the vehicle requires road service, contact the nearest location of the authorized Road Service Facility as indicated on “Towing and Accident Procedures” card in vehicle’s glove box.

(11) Park vehicle in a secure facility when possible.

(12) Report the theft of a vehicle or its contents immediately to:

(a) Local law enforcement agency, and

(b) Employee: Reporting Department Head, and
Official: Clerk, and

(c) Department Head or Clerk: Report theft to Assistant to
Treasurer, Treasurers’ office

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3. Employee(s) and Official(s) Driving Regulations:

(1) Employees that use township vehicles or private vehicles for township business shall notify their Department Heads within 1 business day of a driver's license that is restricted, suspended, revoked, or cancelled. Any Employee who is found guilty (if a misdemeanor) or responsible (if a civil infraction) of a moving violation must notify the township within 30 days of the date of adjudication of the citation or case. Officials that use township vehicles or private vehicles for township business shall notify the Clerk within 1 business day of a driver's license that is restricted, suspended, revoked, or cancelled. Any Official who is found guilty (if a misdemeanor) or responsible (if a civil infraction) of a moving violation must notify the township within 30 days of the date of adjudication of the citation or case.

(2) Violations, citations, fines, and other actions taken by any police jurisdiction against any Employee while driving a township vehicle *or* a private vehicle while on township business, shall be the responsibility of the Employee and may be cause for disciplinary action by the township. An Employee receiving a citation or who is otherwise charged with a moving violation while operating a Township vehicle shall notify the Township supervisor or his/her designee within 1 business day of the charge and its disposition.

(3) Vehicles will be operated in a manner that is consistent with intended use. Each Department will monitor its vehicle usage on an ongoing basis to ensure utilization in a cost-effective manner consistent with expectations established at vehicle acquisition.

(4) Vehicles will be operated in accordance with manufacturer's ratings and guidelines, including load-carrying capacity and trailer-towing capacity. Employee and public safety are the primary considerations when determining vehicle operating practices.

(5) Damage caused by negligence or abuse will be cause for disciplinary action and may include forfeiture of vehicle use/assignment privileges or other usage restrictions.

4. Liability when using Private Vehicles:

Vehicle Damage or Loss. The Township may reimburse an Employee or Official using a personal vehicle for official Township business, the lesser of the private auto insurance deductible or actual damages up to \$999.99. The Employee or Official may submit a claim to the Board of Trustees for evaluation and consideration. The Board of Trustees may evaluate whether the Employee or

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Official was negligent and then make a determination regarding reimbursement of an insurance deductible or damages up to \$999.99.

5. Commercial Drivers' License

- (1) In accordance with state and federal laws and regulations, all Utilities Department Employees whose job duties require the operation of Township vehicles, must have and maintain valid commercial driver's licenses, in concurrence with any endorsements required by Pittsfield Township as a condition of employment.
- (2) Within 30 days of an adjudication of guilt or responsibility for any traffic violation, except a parking violation, an Employee whose job duties require a Commercial Drivers' License must notify Pittsfield Township of the adjudication, regardless of the nature of the violation or the type of vehicle which was driven at the time.
- (3) If a driver's license is suspended, revoked, canceled, or if an Employee is disqualified from driving, Pittsfield Township must be notified. The notification must be made by the end of the next business day following receipt of the notice of the suspension, revocation, cancellation, lost privilege or disqualification.
- (4) Pittsfield Township may not knowingly use a driver who has more than one license or whose license is suspended, revoked or canceled, or is disqualified from driving. Violation of this requirement may result in civil or criminal penalties in accordance with federal regulations.

6. Specific Practices Prohibited

- (1) Employees or Officials may not operate Township vehicles or privately-owned vehicles on township business while under the influence of or impaired by alcohol or any controlled substance, as regulated by law, or with any presence of a Schedule 1 drug or cocaine in the operator's blood or urine.
- (2) The use of tobacco in any form is prohibited in Township-owned vehicles.
- (3) It is prohibited to violate any traffic regulation while operating a township-owned or private vehicle while in the conduct of Township business
- (4) Text messaging while driving is prohibited. The use of cell phones while driving is discouraged.

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(5) It is prohibited to operate a township-owned or private vehicle while in the conduct of Township business in such a manner that could result in property or bodily damage either to the Township or the public due to careless or negligent operation on the part of the Employee or Official.

7. Non-Employees in a Township Vehicle

(1) People who are not Employees, Officials, contractual workers, volunteers or agents of the Township are strictly prohibited from operating any Township vehicle.

N. Random Drug Testing

The Township Supervisor or his/her designee shall indiscriminately select Employees or that require driving township-owned vehicles or heavy equipment to undergo random drug testing. The Employee or shall be selected on a documented random basis. When notified, the person to be tested must appear for testing within 2 business hours of notification, or be subject to termination.

O. Vehicle Markings

1. Purpose

To clearly identify Township-owned vehicles at all times when in the conduct of Township Business except for security purposes.

2. Criteria for Marking

All Township vehicles, except designated law enforcement vehicles and vehicles excepted by the Township Supervisor are to be marked with Township emblems.

3. Markings – Type

All Township marked vehicles shall have a standard marking which is visible at night. The standard marking shall be approved by the Board of Trustees.

VIII. Vehicle Life

The life expectancy of vehicles is dependent upon the type of vehicle and the usage the vehicle receives. The township has a responsibility to maximize the utilization of Township vehicles. The life expectancy of a vehicle will be determined by the Treasurer's office at the time the vehicle is put into service.

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This determination will be made in conjunction with the Department Head but the final determination will be made by the Treasurer's Office as directed by the Accounting Manager for the maximum utilization of Township resources.

A. Disposal of Vehicle

Should a vehicle be retained past its original life expectancy, it will be disposed of by sale at auction.

B. Reassignment of Vehicle

When a vehicle is determined to be unusable by a Department prior to the end of its life expectancy, the vehicle may be reassigned to another Department, if possible.

C. Replacement Vehicle

A Department shall turn in the old vehicle before receiving a replacement vehicle to prevent unnecessary growth of the vehicle fleet. Any exception to this requires approval of the Board of Trustees.

IX. Monitoring and Auditing Responsibilities

The responsibility for monitoring the compliance of this Administrative Policy has been assigned to the Township Supervisor, or his/her designee. Random audits of the township fleet will be performed. This audit will include, but not be limited to, compliance with township policy, driver assignments, mileage, vehicle condition, maintenance records, justification requests, and compliance with the IRS regulations regarding fringe benefits.

X. Review of Vehicle Policy

The responsibility for an annual review of the Vehicle Policy is assigned to the Township Clerk, or his designee.

XI. ADMINISTRATIVE PROCEDURES:

Exceptions:

Any exceptions or unusual circumstances that are not provided for in this policy must have specific prior written approval from the Township Supervisor.