



BOROUGH OF HANOVER

ADOPTED MAY 26th, 2021

VEHICLE & EQUIPMENT POLICY FOR NON-UNIFORMED PERSONNEL

Purpose:

The Borough of Hanover recognizes its responsibility to provide a safe environment for its employees and the public. To meet this responsibility, the Borough adopts this Vehicle & Equipment Policy for Non-Uniformed Personnel. Police and Fire (“Uniformed”) personnel will continue to follow the established vehicle operation policies for their respective departments. Full cooperation of all “non-uniformed” employees to operate Borough vehicles and equipment safely, and to adhere to the responsibilities outlined in this policy, is both expected and required.

This policy shall apply to all Borough-owned vehicles operated on public roads, all Borough-owned special-use vehicles such as construction and excavation equipment designed to operate primarily off-road, and all privately-owned vehicles used by Borough employees while performing Borough business (collectively, “vehicles”). This policy shall also apply all Borough-owned equipment such as mowers, chippers, and chain saws and all privately-owned equipment used by Borough employees while performing Borough business (collectively, “equipment”).

Operator Safety Requirements & Responsibilities:

Each operator is responsible for the actual possession, care, and use of the vehicle or equipment in their possession. Please notify the Public Works Director of the need for any repairs to Borough vehicles or equipment. An operator’s responsibilities include, but are not limited to, the following:

- Maintain a valid driver’s license from the employee’s state of residence, for the appropriate class required for operation of the vehicle.
- Immediately notify management of any accident or moving violation while operating a vehicle for Borough purposes.
- Comply with all applicable federal, state, and local traffic laws, ordinances, and regulations.
- Operate vehicles at the speed appropriate for traffic and weather conditions, adhering to posted speed limits, and obeying all traffic signs and /or traffic signals. Follow a safe distance behind other vehicles and yield the right of way.
- Wear seat belts, including the shoulder harness, and require all passengers do the same.

- No use of hand-held electronic devices while operating a Borough vehicle unless using a hands-free device. Whenever possible, employees should wait until they arrive at their destination to make or receive any phone calls or otherwise utilize their electronic device. If a call or message is urgent, the vehicle should be pulled off to the side of the road where safe to do so to send or receive calls, texts, or other electronic messages.
- Do not operate a vehicle at any time when the ability to do so is impaired, affected, or influenced by alcohol, illegal drugs, prescribed or over-the-counter medication, illness, fatigue, or injury. Violations are subject to the Borough's drug and alcohol policy.
- Non-employee passengers should not be allowed in Borough vehicles unless they are involved in Borough business.
- Turn off the ignition, remove the keys, and lock the vehicle and toolbox (if provided), when out of sight of the vehicle, even briefly.
- Secure all tools, equipment and materials being transported in vehicles.

Failure to comply with any of these responsibilities may result in disciplinary action.

Personal Use:

Borough vehicles may not be used for personal use or the business activities of other companies or municipalities. The privilege of taking home Borough vehicles is limited to department heads, subject to 24-hour emergency call-in, or as designated by Borough Council. If permission is granted, the employee is the only person allowed to operate the vehicle. Use of a Borough vehicle is limited to travel to and from work or work-related events. The vehicle is not to be used for personal and/or entertainment purposes. Disciplinary action will be taken for unauthorized use; if unauthorized use results in an accident, the responsible employee will be required to make restitution for the damages.

Accident Investigation:

Operators are responsible for notifying the police department of any accident, especially in the case of property damage or personal injury. Supervisors, once notified, are responsible for documenting and reporting the details of the incident to the public works "shop" for repairs and office staff for insurance claim filing and notation in personnel files. Accidents may be investigated and reviewed for cause and preventability. If an accident is determined to be non-preventable, no further action will be taken; however, accidents determined to be preventable may result in driver disciplinary action, including suspension or termination of operating privileges.

Loss or Suspension of Driving Privileges:

Any employee who is required to operate a vehicle as part of their job must remain insurable by the Borough's auto insurance carrier and maintain the appropriate driver's license at all times. Any employee whose driver's license is suspended or revoked, or who no longer meets the criteria required for insurability on the Borough's policy may be subject to disciplinary action, up to and including termination.

Vehicle and Equipment Policy Acknowledgement

I have read and understand The Borough of Hanover Vehicle and Equipment Policy, and its requirements and expectations of me as an employee.

Employee's Signature

Date

CC: Personnel File