



## TOWN OF ATLANTIC BEACH

125 WEST FORT MACON ROAD  
ATLANTIC BEACH, NORTH CAROLINA

**SUBJECT:** USE OF TOWN-OWNED VEHICLES

**PURPOSE:** To establish guidelines for the use of Town-owned vehicles

### STATEMENT OF POLICY:

1. Town-owned vehicles shall be driven by Town employees only.
2. Town-owned vehicles shall be used for official Town business only and not to conduct personal business, transport family members, e.g. children to and from school, or for pleasure.
3. Town vehicles shall not be taken home overnight except as follows:
  - a. Employees may take a Town-owned vehicle home overnight when attendance to an out-of-town meeting takes place late at night after normal working hours or early in the morning prior to normal working hours.
  - b. Those employees designated by the Department Head and approved by the Town Manager to be "on 24-hour call" for department emergencies.
  - c. For more than one night when specifically authorized by the Manager.
4. The Manager shall approve in writing the assignment of all Town vehicles on both a permanent and temporary basis.
  - a. A vehicle shall be assigned, on a permanent basis, to the Fire Chief and the Police Chief.
  - b. Assignment of vehicles to other employees by the Manager shall be based on the requirements for official use and the cost effectiveness of the assignment.
  - c. A vehicle may be permanently assigned to an employee who is frequently called to respond to work assignments at times other than the employee's

normal working hours. In order to qualify for such assignment, the employee must have been called to work a minimum of 26 times in the previous twelve months.

- d. The Manager may provide for a payroll deduction commute charge.
5. Operators of permanently assigned vehicles are personally responsible for them. Should damage result through misuse or negligence, the operator may be required to make restitution to the Town.
6. Willful disregard of these rules is just cause for removal of the vehicle and appropriate disciplinary action.
7. Town vehicles may be used for travel to lunch when:
  - a. an employee is on Town business; and
  - b. when an employee is on Town business in a Town vehicle and in a location where driving to obtain his/her personal car would result in an extra and unnecessary use of fuel.
  - c. The restriction does not apply to police officers on patrol.
8. Transporting family members in Town vehicles shall be allowed only when the family member is accompanying a Town employee to a business meeting or official function.
9. Town vehicles shall be legally and appropriately operated and/or parked at all times. Violations issued to the driver of the vehicle will be the responsibility of the driver and not the Town.
10. Seat belts shall be used by the driver and all passengers at all times when the vehicle is in motion. It shall be the driver's responsibility to ensure use of seat belts by all passengers.
11. Department Heads may establish supplemental department vehicle policies. Such policies shall be reviewed and approved by the Town Manager.

**EFFECTIVE:** Immediately                      **DATE:** August 07, 1998

Edward L. Sealover  
Town Manager