

BOARD OF SELECTMEN
Policy on Use of Town Vehicles
Original Date: September 16, 1991
1991-2

Reaffirmed: August 1, 1994
Reaffirmed: September 1, 1997
Revised: March 16, 1998
Reaffirmed: January 29, 2001
Reaffirmed: March 9, 2004

1. Town-owned vehicles are not to be used for personal uses, except for that which is considered “de minimis” personal use as defined by the IRS (see note below).
2. Employees who have 24-hour emergency responsibilities may be permitted by the Board of Selectmen to use a Town-owned auto or pickup truck for commuting to and from work, only; no other personal use of this vehicle is allowed. Vehicles so designated shall be determined annually by the Town Administrator and such list will be provided to the Board of Selectmen.
3. All Town vehicles will be inspected each day for possible damage and assessment of responsibility therefore.
4. Except as indicated in 2. above, Town vehicles will be left on Town property at the end of the work day.

Note: “De minimis” personal use is that use which is so insignificant as to make accounting for it unreasonable or administratively impractical (e.g., “stopping for an occasional personal errand while using a municipal vehicle for an approved municipal purpose.”)