

Employee Vehicle Use and Compensation

City Employees Who have Use of a City Vehicle 24 hours per day, 7 days per week				
Furnari	Anthony	DPS Director	2014 Ford Explorer	Vehicle plus gas (Gasboy)
Amaral	Wayne	DPS Deputy Director	2008 Ford Explorer	Vehicle plus gas (Gasboy)
Tuccolo	Jamie	DPS Sewer Collection Manager	2014 Ford Escape	Vehicle plus gas (Gasboy)
Lynch	Daniel	DPS Water Construction Foreman	2014 Ford Escape	Vehicle plus gas (Gasboy)
		Police Sergeants	2011 Chevy Tahoe	Vehicle plus gas (Gasboy)
Siemasko	Richard	Senior Lieutenant, Police	2011 Chevy Impala	Vehicle plus gas (Gasboy)
Murray	Mark	Acting Marshal, Police	2008 Dodge Charger	Vehicle plus gas (Gasboy)
McDonald	Christopher	Inspector, Police	2006 Chevy Impala	Vehicle plus gas (Gasboy)
Sugrue	Michael	Inspector, Police	2011 Chevy Impala	Vehicle plus gas (Gasboy)
LeClaire	Christopher	Fire Chief	2011 Chevy Tahoe	Vehicle plus gas (Gasboy)
Bradbury	Stephen	Deputy Fire Chief	2013 Chevy Tahoe	Vehicle plus gas (Gasboy)

City Employees Receiving Monthly Compensation for Use of their Personal Vehicles (FY17 Rates)				
Binette	Peter	Building Commissioner	\$425/month	Vehicle Usage no mileage
Bone	James	Building Inspector	\$425/month	Vehicle Usage no mileage
Bradbury	Robert	Sewer Chief Operator	\$425/month	Vehicle Usage no mileage
Egmont	Andrea	Youth Services Director	\$175/month	Vehicle Usage no mileage
Ettenborough	Molly	Sustainability Director	\$325/month	Vehicle Usage no mileage
Giacalone	Frank	Health Director	\$425/month	Vehicle Usage no mileage
Holiday	Donna	Mayor	\$425/month	Vehicle Usage no mileage
Hogg	Paul	Harbormaster	\$425/month	Vehicle Usage no mileage
Hunt	Kevin	Veterans Affairs Director	\$425/month	Vehicle Usage no mileage
Kavanagh	Mark	Information Services	\$275/month	Vehicle Usage no mileage
Raycroft	Daniel	Assessor	\$275/month	Vehicle Usage no mileage
Reid	Lise	Parks Director	\$275/month	Vehicle Usage no mileage
Robillard	Roseann	Council on Aging Director	\$425/month	Vehicle Usage no mileage
Smolski	Tom	Water Treatment Operations Superintendent	\$425/month	Vehicle Usage no mileage
Stanwood	Robert	Veterans Affairs Asst. Dir.	\$300/month	Vehicle Usage no mileage

*All municipal employees must comply with the City's Vehicle Safety and Use Policy as outlined in the Employee Handbook (attached).

VEHICLE SAFETY AND USE POLICY

MUNICIPAL VEHICLES

It is the policy of the City of Newburyport that certain positions require employee access to Municipal Vehicles, either during their work shift or on a 24-hour on-call basis. Municipal Vehicles are not Personal Vehicles and are not for personal use. Municipal Vehicles should be viewed as belonging to the citizens of Newburyport and are assigned solely for the purpose consistent with providing services to those citizens.

PERSONAL VEHICLES

It is the policy of the City of Newburyport to reimburse employees for reasonable expenses which they must incur as a result of Personal Vehicle use on behalf of the City. Receipts and Expense Reports must be submitted in a timely fashion (monthly) in order for employees to be reimbursed for such expenses.

VEHICLE STIPEND

It is the policy of the City of Newburyport that in the event an employee is required to use his/her Personal Vehicle on a year-round basis, and that employee has not been assigned a Municipal Vehicle, the Mayor may authorize the payment of a Vehicle Stipend. Such stipend may be rescinded with 30-day written notice. The provisions of this policy apply to all municipal government employees. Employees whose employment is regulated by collective bargaining agreement are subject only to those provisions of this policy not specifically regulated by agreement.

The assignment of municipal vehicles during work time is based upon job description. When municipal vehicles are available for this purpose, they may be assigned in a manner consistent with departmental workload and employee function. The assignment of vehicles may be rescinded at any time by a Department Head or the Mayor.

The assignment of vehicles for 24-hour use will be made by the Mayor, and will only be considered for employees who require a vehicle for the ordinary and necessary discharge of their job functions. Criteria which will be used in the determination of eligibility for 24-hour vehicle use include:

- Officially designated on-call status
- Requirement for frequent emergency availability during non-working hours
- Issuance of a pager or other communication device
- Emergency or other equipment contained in the vehicle

Such municipal vehicle assignment may be rescinded in writing for good reason or cause by the Department Head and/or Mayor.

Vehicle use is limited to travel to and from the residence and place of work. The vehicle should be driven over the most direct route taking into account road and traffic conditions. The vehicle should not be utilized for travel outside a direct commuting route within reason or by express permission from the Mayor. Employees assigned a municipal vehicle for 24 hour use involved a commute of more than 25 miles one way shall reimburse the city for the additional fuel cost as determined by the City Treasurer.

An employee assigned municipal vehicles on a 24-hour basis will be given a copy of this policy and will be required to sign a **Confirmation of Receipt**.

Rules Governing Use

1. All municipal vehicles, except emergency vehicles, will bear the City Seal and "City of Newburyport" prominently displayed on each side of vehicle.
2. Municipal vehicles may only be used for legitimate municipal business.
3. Municipal vehicles will not be used to transport any individual that is not directly or indirectly related to municipal business. Passengers shall be limited to City employees and individuals who are directly associated with City work activity (committee members, consultants, contractors, etc.). Family members shall not ordinarily be transported in municipal vehicles. Police Officers transporting individuals in the performance of their normal job duties are exempt from this provision.
4. Vehicles should contain only those items for which the vehicle is designed. The City shall not be liable for the loss or damage of any personal property transported in the vehicle.
5. Employees are expected to keep municipal vehicles clean, and to immediately report any malfunction or damage to their supervisor.

6. Employee's assigned vehicles for commuting purposes are expected to park such vehicles in safe locations and to lock the car when not in use. Operators should never leave vehicles unattended with the ignition keys in the lock or anywhere in the vehicle.
7. Employees (both driver and passengers) must wear seatbelts in vehicles so equipped during operation of the vehicle.
8. All operators of vehicles that require a Commercial Driver's License (CDL) license must be tested for drugs and alcohol as provided by US DOT regulations and the City drug/alcohol policy.
9. Employees may not operate municipal vehicles under the influence of alcohol, illegal drugs, prescription drugs or medications that may interfere with effective and safe operations.
10. Employees who operate municipal vehicles must have a valid motor vehicle license issued by the State of their current residence and may be required to provide proof of valid motor vehicle license once every six (6) months.
11. All new drivers must allow a motor vehicle record check prior to driving any City-owned vehicle. This record check will be done every other year thereafter. An adverse drug record, regardless of what vehicle it occurred in, may result in revocation of an employee's privilege to operate municipal vehicles. If operating a municipal vehicle is an essential job function, reclassification or termination could result.
12. Employees driving municipal vehicles shall obey all applicable traffic and parking regulations, ordinances, and laws.
 - a. Employees who incur parking or other fines in municipal vehicles will generally be personally responsible for payment of such fines unless the payment of such fines is approved by the City.
 - b. Employees who are issued citations for any offense while using a municipal vehicle must notify their supervisor immediately when practicable, but in no case later than 24 hours. Failure to provide such notice will be grounds for disciplinary action.
 - c. Employees who are assigned a municipal vehicle and/or personal vehicle and who are arrested for or charged with a motor vehicle offense for which the punishment includes suspension or revocation of the motor vehicle license, whether in his/her personal vehicle or in a municipal vehicle, must notify his/her supervisor immediately when practicable, but in no case later than 24 hours. Conviction for such an offense may be grounds for loss of municipal vehicle privileges and/or further disciplinary action.
13. No employee may use a municipal vehicle for out of State use without advance approval of the Mayor.
14. Under NO circumstances will any person ride in the bed of a truck, or in a trailer or bucket of a loader or backhoe.
15. Smoking is not permitted in a municipal vehicle in accordance with MGL c270 §22.
16. When utilizing a municipal vehicle, employees are required to obtain fuel from designated municipal fueling facilities unless fueling is required in the course of out of town travel.

Failure to comply with any and all provisions of this policy may result in disciplinary action up to and including removal of City vehicle privileges, suspension, and/or termination from City service.

PERSONAL VEHICLES

When an employee is authorized to use a Personal Vehicle for work-related travel, he/she shall be reimbursed for mileage at the IRS standard mileage rate, unless covered by contract or stipend. According to the IRS, the standard mileage rate for business purposes is based on an annual study of the fixed and variable costs of operating a vehicle. Employees will be notified by Human Resources of any changes to the IRS rate.

In accordance with the IRS regulations/rulings, the mileage rate is intended to cover, but is not limited to, the cost of fuel, repairs, insurance, all operating costs, and general wear and tear on the Personal Vehicle.

Reimbursement Expenses:

1. In addition to the mileage rate, the City will reimburse employees authorized to travel outside of Newburyport, driving a Personal or Municipal Vehicle, for tolls, and reasonable parking expenses, when receipts are provided
2. Employees receiving a Vehicle Stipend will not be reimbursed for tolls, but may be reimbursed for reasonable parking expenses. Employees will not be reimbursed for tolls that are paid by the employee during his/her normal commute to work.

Employees who are authorized to use Personal Vehicles for work-related travel are required to show proof to their Department Head and/or Human Resources, on an annual basis, of the following minimum levels of insurance coverage:

Bodily Injury	\$100,000/\$300,000
Property Damage	\$50,000

Employees will not be reimbursed for commuting between their homes and offices or other regular work locations.

In order to be reimbursed for Personal Vehicle use, employees must complete a Mileage Form and submitted with appropriate back up documentation and/or receipts in a timely manner to the appropriate Department Head.

Driving Record:

1. If an employee uses his/her Personal Vehicle for work-related travel on a regular basis, the employee maybe subjected to a driving record check. This would occur if the city is made aware of an employee having a driving record this is of a safety concern:
 - A copy of the operators Massachusetts drivers record shall be obtained by Human Resources to verify the historical driving record of the operator.
 - If the operator has an out-of-state license, then the operator must provide, upon request, a copy of their existing State driver’s license to Human Resources. Any out-of-pocket expense in obtaining a copy of the driving record will be reimbursed by the City upon submission of a receipt, in a timely fashion.
2. Driving records shall be reviewed by the Department Head and/or Human Resources.
3. Driving records determined to be a safety concern by the Department Head and/or Human Resources may result in the disapproval of an employee’s Personal Vehicle use for work-related travel, after consultation with the appropriate Department Head.

CELL PHONE USAGE IN A VEHICLE

Cell Phone Usage in a vehicle applies to any device that makes or receives phone calls, leave messages, sends text messages, surfs the Internet or downloads and allows for the reading of and responding to email whether the device is City-supplied or personally owned.

An employee who uses a City-supplied device or a City-supplied vehicle is prohibited from texting while driving. To safely use your cell phone or similar device it is advisable to stop your vehicle in a safe location or employ a hands-free device.