



TOWN of BROOKLINE

Massachusetts

Policy on the Use of Town Vehicles

The Board of Selectmen reaffirmed the following policy for the use of Town vehicles:

1. No town-owned vehicle, without exception, shall be used by any employee for private, non-municipal, use.
2. No town-owned vehicle shall be used for commuting to and from work unless such use is specifically authorized by the Board of Selectmen or the School Committee.
3. No town-owned vehicle shall be operated by unauthorized operators. "Unauthorized operators" include members of the family of the town employee given custody or the right to operate such vehicle and persons other than the town employees authorized to operate such vehicle.
4. If a town-owned vehicle is used for commuting to and from work a mileage log shall be maintained for that vehicle that shows the mileage at the start and end of each day, that number of miles of commuting and the number of miles of personal use.
5. A log shall be maintained for all town-owned automobiles, except for police and fire vehicles, that shows the mileage at the start and end of each day such vehicle is in use and the mileage, with a description, of any use that is not for municipal use.
6. All town-owned automobiles, except those authorized for commuting and police and fire vehicles, shall be parked, at the end of each workday, in their assigned parking area.
7. All town-owned vehicles shall be operated in a safe and lawful manner.