

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

Subject:
USE OF TOWN VEHICLES

Regulation No:
6.1

Effective Date:
November 15, 2020

Supersedes: March 21, 2000, September 8, 2009, June 1, 2012, December 1, 2014, March 15, 2018

I. OBJECTIVE

It is the policy of the Town of Vienna that Town-owned vehicles will be used for official Town business and purposes that can reasonably and directly be related to an employee's assigned duties and responsibilities, with exceptions for take-home vehicles as defined in his policy.

II. APPLICABILITY

This policy applies to all employees of the Town of Vienna.

III. REQUIREMENTS

- A. Only Town employees designated as a qualified driver may operate Town vehicles.
- B. Employees shall not operate a class of vehicles for which they do not possess a valid state operator's license.
- C. Persons not involved in Town business are not generally allowed to ride in Town owned vehicles, except as approved by the department head or designee under extenuating circumstances.
- D. Whenever feasible, employees will use a Town vehicle in the performance of their official duties. If a Town vehicle is not available, the employee may receive reimbursement for using his/her private vehicle at the current mileage reimbursement rate authorized by the United States Internal Revenue Service.
- E. Employees who drive Town vehicles will be required to complete a Town sponsored defensive driving course as soon as practical after being hired. From time to time, supplemental driving courses may also be required.
- F. Employees who drive Town vehicles must grant to the Town the authority to inspect their personal driving records from time to time, but at least on an annual basis.

IV. TAKE-HOME VEHICLES - REGULAR BASIS

- A. Certain Town employees may be authorized by the Town Manager to take home a town vehicle on a regular basis. The criteria used to determine the eligibility will be:

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1. Potential for emergency work-related call back.
 2. Potential for frequent work-related use outside the normal workday.
- B. No regular take-home vehicle may be authorized without prior approval of the Town Manager, except for work vehicles for emergency duty standby personnel, which will be approved by the respective department head.
- C. On January 1 of each year, each department requesting regular take-home vehicles will submit a list to the Town Manager of all persons needing such vehicles, the actual vehicle assigned and a brief justification for its need. A log detailing the use of such vehicle may be required by the Town Manager.
- D. Employees assigned regular take-home vehicles are subject to the appropriate tax liability associated with the benefit on a quarterly basis.
- E. Employees assigned regular take-home vehicles are permitted to use Town vehicles for non-recurring personal errands on the way to and from work (provided these errands are within a reasonable distance on a reasonably direct route between home and work) or during their lunch break as well as personal appointments that may occur during the work day.
- F. When there is a compelling need, an employee assigned a take-home vehicle is permitted to transport a member of his or her immediate family to and from a location that is on a reasonably direct route between home and work when there is no alternative means of transportation.
1. The maximum number of passengers transported at any one time will be three, unless the vehicle capacity is less than three passengers.
 2. The employee is to request approval for transport of immediate family members from his or her supervisor, which approval will not be unreasonably withheld.

V. TAKE-HOME VEHICLES - OCCASIONAL BASIS

- A. Employees not assigned take-home vehicles may take a vehicle home under the following situations and if a vehicle is available:
1. When the employee is required to return to work that same evening for a meeting. Mileage reimbursement is not available in lieu of using a Town vehicle in these situations.

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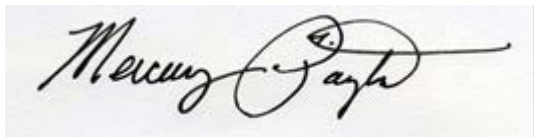
2. When it is logical for the employee to travel directly from home to a work-related meeting, training event, or conference.
 3. In circumstances where it is in the best interest of the Town that an employee have the use of a vehicle.
- B. An employee who takes a vehicle home on an occasional basis is also covered by Section IV., E and F, above.
- C. Department heads are authorized to approve use of a vehicle in these situations.

VI. TOWING OF TOWN-OWNED VEHICLES

- A. The Town of Vienna tow truck, or one authorized by the Town, will be used to tow Town-owned vehicles and equipment.
- B. Under no circumstances will any Town-owned vehicle or employee tow a privately owned vehicle or equipment.
- C. The Police Department maintains a list of authorized towing service providers to be used in instances of towing of privately owned vehicles or equipment.

VII. APPLICABLE DOCUMENTS

None

<i>Signature of Town Manager:</i>	<i>Date:</i>
	November 15, 2020