

# TOWN HALL VEHICLE USE POLICY

Electric Vehicle for Town Staff Usage

This policy establishes guidelines for the safe, responsible use of the Town's electric vehicle by authorized town staff. This vehicle is town property and must be used in accordance with all applicable state and federal laws, as well as this policy and the Town's Personnel Policy.

## AUTHORIZED USERS

The following individuals are authorized to operate this vehicle:

- Town staff members who have been approved by the Town Supervisor
- Department of Public Works staff members who have been approved by the Highway Superintendent

## PASSENGER RESTRICTIONS

At this time, only authorized town staff may operate and regularly travel in this vehicle.

## VEHICLE RESERVATION SYSTEM

The vehicle must be reserved in advance through the Outlook Calendar system, managed by the Town Supervisor or their designee:

- Reserve the vehicle through the shared Outlook Calendar: [Calendar Name/Location to be specified by Town]
- Include the following in the calendar invitation: reservation date/time, driver name, purpose of use, and expected destinations
- Verify availability before making travel commitments
- Cancel reservations as soon as possible if plans change

## SMOKING

Smoking is strictly prohibited:

- Inside the vehicle at any time
- Within 10 feet of the vehicle

## CHARGING RESPONSIBILITY

All vehicle operators share responsibility for maintaining adequate charge:

- Check the vehicle's charge level before each use
- Charge the vehicle immediately upon return if the battery level falls below 20%
- Plug the vehicle into the designated charging station at town hall when not in use
- Report any charging equipment malfunctions to the Town's Maintenance Supervisor immediately

## MAINTENANCE OVERSIGHT

The Town's Maintenance Supervisor is responsible for overall vehicle maintenance and care:

- Scheduling routine maintenance and inspections

- Ensuring all repairs are completed promptly
- Tracking maintenance records and mileage
- Coordinating with authorized service providers for warranty repairs

#### **OPERATOR RESPONSIBILITIES**

- Possess a valid driver's license at all times, which is verified annually by the LENS program.
- Obey all traffic laws and road signs
- Keep the vehicle clean and in good condition
- Report any damage, mechanical problems, or unusual conditions immediately
- Lock the vehicle when unattended
- Return the vehicle to its designated parking location with a full or sufficiently charged battery
- Not allow unauthorized persons to operate the vehicle

This policy will be reviewed annually by the Ulysses Town Board and revised as necessary to address operational needs and vehicle capabilities.

#### **ACKNOWLEDGMENT**

All authorized users must acknowledge receipt and understanding of this policy prior to use of the town vehicle. Users are expected to comply fully with all provisions outlined herein.

#### **USER ACKNOWLEDGMENT FORM**

<b>Employee Name:</b>	_____
<b>Department:</b>	_____
<b>Date:</b>	_____

I acknowledge that I have read, understand, and agree to comply with the Town Vehicle Use Policy.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_