

# Town of Thurston Equipment and Vehicle Usage Policy

## Purpose:

The purpose of this policy is to establish guidelines for the appropriate use of Town of Thurston equipment and vehicles. It is imperative that all equipment and vehicles owned by the Town of Thurston are utilized solely for official town business and operations. This policy aims to ensure responsible and efficient use of resources while maintaining accountability and safety standards.

## Policy Statement:

1. Town equipment and vehicles are intended for official town work only. Any personal use of town equipment or vehicles is strictly prohibited.
2. Authorized personnel are defined as town employees, contractors, or individuals approved by the town administration for specific tasks or projects.
3. Only trained and authorized personnel are permitted to operate town equipment and vehicles. Proper certification and licensing requirements must be met before operating any specialized equipment or vehicles.
4. Equipment and vehicles should be used in accordance with manufacturer guidelines and specifications. Any deviations from recommended usage must be approved by the appropriate town authority.
5. Routine maintenance and safety inspections must be conducted regularly to ensure equipment and vehicles are in proper working condition. Any defects or malfunctions should be reported immediately to the designated maintenance personnel.
6. Equipment and vehicles should be operated with care and diligence to prevent damage or misuse. Reckless or negligent behavior while operating town equipment or vehicles may result in disciplinary action.
7. Unauthorized modification or alteration of town equipment and vehicles is strictly prohibited. Any proposed modifications must be reviewed and approved by the town administration.
8. Equipment and vehicles should be stored securely when not in use to prevent theft, vandalism, or unauthorized access.
9. There is absolutely no use of cell phones during the operation of any equipment or vehicle.
9. In the event of an accident or damage involving town equipment or vehicles, personnel involved must report the incident to their immediate supervisor and complete the necessary documentation as per town procedures.

10. Compliance with this policy is mandatory for all town employees and individuals granted access to town equipment and vehicles. Failure to adhere to these guidelines may result in disciplinary action, including termination of employment or legal consequences.

### Enforcement:

The Town Supervisor, along with the Thurston Board are responsible for enforcing this policy and ensuring compliance among all employees and authorized personnel. Violations of this policy will be subject to disciplinary action in accordance with town regulations and applicable laws.

### Acknowledgment:

By accepting employment or authorization to utilize town equipment and vehicles, individuals acknowledge their understanding of and agreement to comply with the Town of Thurston Equipment and Vehicle Usage Policy.

### Adoption and Review:

This policy shall be effective upon approval by the Thurston Town Board. It will be subject to annual review and may be amended as necessary to reflect changes in town operations, regulations, or best practices.

### 15. Resolution

Motion to Approve:

Second to Motion:

Roll Call:

Michael Volino \_\_\_\_\_

Holly Chase \_\_\_\_\_

Noel Sylvester \_\_\_\_\_

Dan Gee \_\_\_\_\_

Jen Hargrave \_\_\_\_\_

Adopted on 2/21/2024 by a \_\_\_\_\_ vote of the governing board of the Town of Thurston.