


<p style="text-align: center;">TOWNSHIP OF VERONA COUNTY OF ESSEX, NEW JERSEY</p>  <p style="text-align: center;"><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Township Vehicle Usage
	Policy Reference No:	8-25
	Release Date:	25-March-2021
	Approved By:	Matthew Cavallo, Township Manager
	Authority:	§ 79-1 (C)
	Revision History:	1
	No. of Pages:	4
	Applicability:	All Employees & Volunteers

If at any time during your employment with the Township of Verona you are required to drive for Township business (whether in a Township vehicle or your own personal vehicle), you must abide by the following:

- Any use of a cell phone/smart phone while driving must be, at a minimum, used with a hands-free device. No exceptions. Whenever possible, you are encouraged not to use a cell phone while driving but rather, wait until the vehicle is pulled over and at a complete stop. Texting, E-mailing and surfing the web while driving is absolutely prohibited.
- You must observe all traffic laws, including but not limited to the posted speed limits, stop signs, and red lights.
- You and any passengers in your vehicle must always wear a seat belt in compliance with the law.
- You must have a valid driver's license and ensure the vehicle you are driving is both insured and registered.
- In accordance with the Drug and Alcohol Free Workplace Policy, Alcohol and illegal drugs are not permitted in the vehicle at any time. Additionally, you may not be under the influence of any alcohol or any illegal drugs while driving for Township business. If you are taking a prescription medication, you must ensure that this medication does not affect your ability and judgment to operate a motor vehicle. If it does, you are not permitted to drive for Township business. Failure to comply with this provision is grounds for disciplinary action up to and including immediate termination.
- If any accident occurs while driving for Township business, no matter how minor, you must immediately notify the appropriate law enforcement agency as well as your supervisor and the Township Manager. Never leave the scene of an accident until after a complete report has been filed with the local law enforcement agency.
- Employees driving for Township business may be responsible for paying costs associated with any moving or parking violations incurred when driving your own vehicle for Township business.

If you are required to drive for your position, and you lose the ability to drive (e.g.: loss or suspension of license, loss of proper insurance coverage, etc.) you may no longer be eligible for the position you currently hold and may be subject to immediate termination. Periodic checks of employee's drivers' licenses through visual and formal Department of Motor Vehicles review checks shall be made by the Township Manager's Office. Any employee performing work that requires the operation of a Township vehicle must notify the immediate supervisor in those cases where a license is expired, suspended, or revoked and/or who is unable to obtain an occupational

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permit from the State Department of Licensing. An employee that fails to report such an instance is subject to disciplinary action, up to and including demotion or termination. An employee who fails to immediately report such revocation or suspension to their supervisor and continues to operate a Township vehicle shall be subject to disciplinary action, up to and including demotion or termination.

- The Township shall order Motor Vehicle Reports (“MVRs”) for all employees, volunteers, etc. who operate Township vehicles. Driver MVR histories shall be classified as Acceptable, Marginal, Probational and Unacceptable as those terms are defined below.
 - The Township shall order MVRs no less than every 12 months for every person operating a Township vehicle, including cars, trucks, motorcycles, vans, SUVs, etc., or who use their own or leased vehicles for Township business. This requirement also applies to persons conducting work for which a CDL is required.
 - MVRs shall be obtained for all new employees and volunteers directly following their offer of employment or retention if those employees/volunteers are expected to operate Township motor vehicles or their own vehicles in order to conduct business on behalf of the Township. For those prospective employees/volunteers, Township employment applications state that if the results of the MVR are Probational or Unacceptable, the offer of employment/retention may be withdrawn at the sole discretion of the Township.
 - The Township shall conduct MVR checks more frequently for drivers with risk concerns or whose MVRs have resulted in a classification of Marginal, Probational or Unacceptable over the prior 36 month period.
- Employees shall be required to immediately report all motor vehicle incidents listed under the Unacceptable rating classification immediately to their supervisors, who, in turn shall immediately report same to the designated Township risk management contact. Failure to satisfy these reporting obligations shall be the basis for the Township to impose substantial discipline under the subject employee/volunteer, including termination.
- MVRs include information on personal, non-work related driving histories, as well as work related matters.

Determining Which Drivers Should be Authorized to Operate Vehicles and Which Should be Designated for Remedial Measures

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- At the sole discretion of the Township, drivers with Acceptable, Marginal or Probational grading *may* be allowed to operate Township vehicles or their personal vehicles to conduct business on behalf of the Township.
- Drivers/operators with a Marginal or Probational rating will have their MVRs reviewed more frequently (semiannual or quarterly). Additional news of motor vehicle violations or accidents for drivers/operators with Marginal or Probational rating should result in suspension of driving privileges by the Township until satisfactory training has been completed.
- Drivers with Unacceptable driving records should not be permitted to operate a Township vehicle or their personal vehicle to conduct business on behalf of the Township unless and until they have completed a thorough remedial driving program (see below). Under no circumstances shall employees/volunteers be entrusted with a motor vehicle if their driver's license has been suspended or revoked.
- Categorization of driver status based upon MVRs and due diligence set forth above is as follows:
 - **Acceptable:** No moving violations and/or preventable accidents¹ over the last 36 months.
 - **Marginal:** Up to 2 moving violations and/or preventable accidents over the last 36 months.
 - **Probational:** Up to 3 moving violations and/or preventable accidents over the last 36 months.
 - **Unacceptable:** More than 3 moving violations and/or preventable accidents over the last 36 months, or more than 2 moving violations and or preventable accidents within the most recent year, or any of the violations listed below:
 - Driving while under the influence (DWI or DUI)
 - Driving while in the possession of CDS or prescription drug without a prescription

¹ If an accident is shown on an MVR, it will be assumed to be a "preventable" accident. Any change to such a classification will be made only upon receipt of a police report, judicial determination or ruling from an accident review panel showing that the driver in question was not at fault.

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- Leaving the scene of an accident
- Reckless driving violations
- Homicide or assault through the use of a motor vehicle
- Drivers who currently have a revoked or suspended license
- Drivers who are found to be using cell phones in a non-hands free manner while driving

Driver Training and Remedial Programs

- No less than once every two years, defensive driver training (provided through the NJIIF) shall be taken by all employees/volunteers, etc. authorized to drive vehicles owned, leased or controlled by the Township, or who use their personal vehicles to conduct business on behalf of the Township.
- Distracted Driver/Decision Driving training, available through the NJIIF, shall be undertaken by all drivers deemed at high risk, either as a result of due diligence review (classified as Probational or Unacceptable) or the nature of the vehicles they operate. At the discretion of the Township, drivers tested as part of program will be required to pass to be given driving privileges.
- Simulation training, provided by the NJIIF, shall be undertaken for police, fire and EMS employees/volunteers and high risk drivers. At the discretion of the Township, drivers tested as part of program will be required to pass to be given driving privileges.

Any information obtained by the Township in accordance with this section shall be used by the Township only for carrying out its lawful functions and for other lawful purposes in accordance with the Driver’s Privacy Protection Act (18 U.S.C. S 2721 et seq.)

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Revision No.	Revision Date	Nature of Revision	Approved By
1	25-March-2021	Modified Authority, Release Date, Revision History & Applicability in header	M