

Town of Meredith - Administrative Regulation

Effective Date:	May 01, 2006	Regulation No:	22
Revision Date:	May 1, 2006	Supersedes:	April 1, 2006
Approved By:	Phillip L. Warren, Jr.		

SUBJECT: TOWN VEHICLES AND USE OF PRIVATE VEHICLES

I. PURPOSE

This Administrative Regulation sets forth the policy and procedure pertaining to Town owned vehicles and use of private vehicles.

II. POLICY

- A. In order to be eligible to drive a Town vehicle a driver must possess a valid New Hampshire driver's license and appropriate class for the vehicle being operated.
- B. In order for an employee to be eligible to use a personal vehicle for Town business a certificate of insurance by an insurance company authorized to do business in the State of New Hampshire must be on file in the Administrative Services Department.
- C. Passengers in a Town vehicle are limited to persons being transported in connection with Town business. This policy does not permit the transport of individuals to non-work related destinations or for non-work purposes. This includes family members.
- D. Seat belts shall be worn while operating or riding in Town vehicles. The driver of the vehicle shall be responsible for passenger adherence to this rule.
- E. Use of a Town vehicle for commuting purposes is prohibited unless retention of the Town vehicle is authorized.
- F. The Town colors of vehicles authorized are as follows;
 - 1. Public Works, Parks & Recreation and Water & Sewer – Dark Green
 - 2. Town Bus – White
 - 3. Code Enforcement – White
 - 4. Police – Black & White (marked cruisers)
 - 5. Fire – Red & White

All Town owned vehicles shall have affixed the standard Town of Meredith Town seal. Such seal shall be a 7 or 10-inch seal as shown below:

The Director of Public Works will be the single point of contact for maintaining an inventory of seal transfers suitable for marking Town vehicles. Further, the writing on Town vehicles shall be standardized and coordinated by the Public Works Director.

III. VEHICLE ASSIGNMENT CRITERIA

- A. Whenever practical, departments shall pool Town vehicles to increase utilization of vehicles and promote flexibility of driver transportation. If an employee is not assigned a Town vehicle and is required to attend to Town business, they may make arrangements with the Administrative Services Department to sign out the "Pool Car". If the "Pool Car" is not available then an employee may use their personal vehicle as long as they have met the eligibility requirements. Employees using a personal vehicle for Town business will receive mileage reimbursement. Mileage reimbursement is a per mile rate set forth by the IRS.

IV. REIMBURSEMENT FOR PARKING AND TOLLS

- A. An employee shall be reimbursed for legitimate and documented parking and toll expenses incurred while conducting Town business.

V. RETENTION OF MUNICIPALLY OWNED VEHICLES

- A. When not being used on Town business, all Town vehicles shall be kept on Town property except as herein provided. Retention of a Town vehicle may be authorized by the Town Manager when the interests of the Town are best served by permitting the retention. "Retention" shall constitute the ongoing retention of a Town vehicle by a Town employee at his or her place of residence. A list of those authorized shall be provided by the Town Manager to Administrative Services.
- B. An Employee is authorized to retain a Town vehicle if his or her positions require them to be on standby duty outside of the scheduled working hours and requires immediate attention during that time frame.
- C. Any employee authorized to retain a Town vehicle shall not use said vehicle for any private purpose. Retention of a Town vehicle is a taxable fringe benefit and shall be reflected as such in the employee's taxable income.
- D. An assigned driver who is authorized to drive a Town vehicle for commuting purposes (the driving route from their residence to their assigned Town building), the employee shall be subject to a commute charge to be collected by payroll deduction each pay period.

- E. Assigned drivers who pay commute charges as well as those who are exempt from paying commute charges may still incur tax liabilities. Each employee is responsible for compliance with Federal income tax laws relating to the use of motor vehicles.

VI. TAX LIABILITY

- A. Every individual who commutes in a Town owned vehicle is required to report the use of the vehicle as a fringe benefit for income tax purposes. This requirement applies to authorized drivers who pay a commute charge or commute in a non-qualified, non-personal use vehicle as defined by the IRS.
- B. Each individual is personally responsible to the IRS for the submission of accurate information to his employer. The taxable fringe benefit will be calculated based on IRS guidelines.
- C. The Administrative Services Department will notify departments annually of requirements and changes.
- D. See the Fringe Benefit Policy regarding tax liabilities.

Phillip L. Warren, Jr.
Town Manager