

VEHICLE USAGE

All vehicles and related equipment of the Village of Croton-on-Hudson are owned and maintained for the purpose of conducting official business of the Village.

Village vehicles are provided for Village business and are to be used only by qualified and authorized employees. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their care and cost-efficient use. Said vehicles and equipment may not be used for the personal use or private gain of any official or employee (except as provided below), nor for any other purpose which is not in the general public interest. Village vehicles may not be used to transport persons who are not officials or employees of the Village of Croton-on-Hudson, nor material not related to the conduct of official Village business, without direct and prior authorization by the Village Manager. No advertisements, signs, bumper stickers or other markings of a political or commercial nature may be displayed on Village vehicles at any time, except those of a limited community service nature which have been pre-authorized by the Village Board.

Authorized Drivers – Village vehicles must be assigned to specific Village officials and employees for specific purposes and tasks. Said vehicles may not be used for any unauthorized purpose nor to conduct personal, private, or non-Village related business, unless otherwise authorized by the Village Manager.

Full Time Assignment of Vehicles – The following employees may be permitted limited personal use of their village-assigned vehicle: Village Manager, DPW Superintendent, DPW General Foreman, ~~the~~ DPW Assistant General Foreman, ~~can, Code Enforcement Officer/Fire Inspector,~~ Village Engineer, Police Chief, Police Lieutenant, Detective Sergeant, Fire Chief, Assistant Fire Chief(s), EMS Captain. In accordance with IRS regulations, “commuter value” will be added as earned income to the individual’s W-2 at the end of the year unless the vehicle has been designated by the Village Manager as a “qualified ~~exempt nonpersonal use~~ vehicle” in accordance with IRS regulations.

Driver Qualifications – Driver qualifications are as follows:

- Authorized employee of the Village of Croton-on-Hudson.
- Must be at least twenty-one (21) years of age, unless otherwise authorized by the Village Manager.
- Must be trained by the appropriate supervisor before being permitted to drive or operate village vehicles or equipment.
- Must meet all licensing requirements.

An employee will not qualify to operate a Village vehicle if ~~he/she has had his/her~~their driver’s license ~~has been~~ suspended or revoked and/or if ~~he/she~~the employee is prohibited from driving by the DOT Regulations.

The Village will utilize the NYS Department of Motor Vehicles’ “License Event Notification Service” (LENS) to monitor activity that may negatively impact an employee’s ability to meet

these qualifications. An employee who is authorized to use his/her personal vehicle for Village business is eligible for mileage reimbursement at the applicable IRS reimbursement rate.

Driver Responsibilities – As a driver of a Village vehicle, the authorized driver has been given certain privileges. The driver assumes the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times, and otherwise following the policies and procedures set forth below. Each driver is responsible for the actual possession, care and use of the Village vehicle in their possession. Driver's responsibilities include, but are not limited, to the following:

- Operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment.
- Adherence to all vehicle and traffic laws, including the use of seat belts for driver and passenger(s).
- Adherence to distracted driving laws, which prohibit the use of a hand-held cellular phone or other portable electronic device, is expected. Exceptions may be recognized for calling 911, or for law enforcement personnel communicating during emergency responses.
- ~~The use of seat belts and shoulder harness is mandatory for driver and passengers.~~
- Attention to and practice of safe driving techniques and adherence to current safety requirements.
- Restricting the use of vehicles to the authorized driver only.
- Reporting the occurrence of moving violations as outlined below.
- Accurate, comprehensive and timely reporting of all accidents involving a Village vehicle as outlined below. ~~by an authorized driver of a Village vehicle to your immediate Supervisor and/or the Department Head when practicable. The Department Head must file an accident report with the Village Clerk within twenty-four (24) hours.~~
- ~~Village vehicles may not be used to transport persons who are not officials or employees of the Village of Croton-on-Hudson, nor material not related to the conduct of official Village business, without direct and prior authorization by the appropriate Department Head or the Village Manager.~~
- ~~Employees are expected to comply with all applicable "hands free while driving" and "anti-texting while driving" laws and refrain from using a cellular phone, Blackberry, smart phone, or any other electronic device in any manner inconsistent with such laws while driving a Village vehicle. Employees who utilize cellular phones, Blackberries, smart phones or any other electronic device while driving a Village vehicle to make or receive a phone call must use a hands-free apparatus or pull over to a parking lot or to a road shoulder that permits safe reentry onto the road to do so. Exceptions to the above may be recognized for law enforcement personnel for communications which occur during emergency responses. Text messaging, emailing, reading, playing games and/or accessing the Internet or any applications while driving are strictly prohibited.~~

Traffic Violations – Fines for parking or moving violations, including fines associated and/or received from violations related to red-light cameras, speed traps, speeding (etc.), are the personal responsibility of the assigned operator. Each driver is required to report any citation for a moving violation when operating a Village vehicle to the Village Clerk within twenty-four (24) hours of occurrence.

An employee issued a traffic ticket or otherwise charged with an infraction of the Vehicle and Traffic Law resulting from ~~his/her~~their use of a hand-held cellular phone, ~~Blackberry, smart phone~~ or any other portable electronic device while driving shall be solely responsible for all liabilities which result from such action.

Any unauthorized use by an employee of ~~his/her~~their hand-held cellular phone, ~~Blackberry, smart phone~~ or any other portable electronic device while driving a Village vehicle may form the basis for potential disciplinary action against the employee.

Theft Control - Village vehicles must always be maintained in a safe and secure condition when not in use, including being locked and/or under direct observation; and all keys maintained under a controlled and authorized jurisdiction of the appropriate Supervisor and/or Department Head. In the event of theft of a Village vehicle, immediately notify local police and the Village Manager.

Accidents involving Village Vehicles – In the event of an accident:

- Do not admit negligence or liability (do not apologize).
- Do not attempt settlement, no matter how minor.
- Get name, address and phone number of injured persons and witnesses, if possible.
- When appropriate, a form MV-104 must be completed.
- Exchange vehicle identification, insurance company name and policy numbers with the other driver.
- Take a photograph of the scene of the accident, if possible.
- Call the police if injury to others is involved and/or if the accident involves any non-Village property or vehicles or if any damage to any non-village property or vehicle has occurred.
- Complete the accident report in the vehicle.

Submit all information to your immediate Supervisor and/or the Department Head as soon as possible. The Department Head must then notify the Village Clerk within twenty-four (24) hours of the accident.

Idling of Vehicles Prohibited

Pursuant to Section 215-20.1 of the Village Code, when the ambient temperature is in excess of 32° F, no person shall cause or permit the engine of a motor vehicle, other than a legally authorized emergency motor vehicle performing official duties, to idle for longer than three minutes while parking as defined in § 129 of the Vehicle and Traffic Law, standing as defined in § 145 of the Vehicle and Traffic Law, or stopping as defined in § 147 of the Vehicle and Traffic Law, except when the engine is being used to operate a loading or unloading or processing device.

When the ambient temperature is in excess of 32° F, no person shall cause or permit the engine of a bus, as defined in § 104 of the Vehicle and Traffic Law, to idle while stopping, parking, or standing unless otherwise required by federal, state, or local regulations to maintain a specific temperature for passenger comfort, in which case the idling time may be increased to the extent necessary to comply with such regulations.