



RESOLUTION 25-06

A RESOLUTION TO AMEND THE PERSONNEL POLICY MANUAL OF THE TOWN OF MILLVILLE

WHEREAS, the Town of Millville has in place Personnel Policies that have been collected as the Personnel Policy Manual of the Town of Millville, Delaware, and ratified by the Town Council on January 12, 2016, by Resolution 16-03; and

WHEREAS, the Town Council may periodically update and amend the Personnel Policy Manual;

NOW THEREFORE, BE IT RESOLVED that the Town Council does hereby approve the amendments reflected with deletions shown by strike through and additions shown by underline and bold on the attached.

BE IT FURTHER RESOLVED that the Town Manager shall have the amendments incorporated into an updated copy of the Personnel Policy Manual with notations to the amended provisions referencing this Resolution.

I, **Deborah Sosnoski**, Secretary of the Town Council of the Town of Millville, hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Town Council of the Town of Millville at its meeting held on June 11, 2024, at which a quorum was present and voting throughout and that the same is still in full force and effect.

TOWN OF MILLVILLE

Secretary Deborah Sosnoski

Vehicle Use/ Insurability

Town of Millville employees are constantly in the public eye and those who drive a vehicle in the performance of their duties are representing the Town. Employees are not only responsible for their own safety and security, but also for the safety and security of residents and visitors. As a result, employees are required to exercise the utmost care and caution while operating a motor vehicle and other tools and equipment on Town business.

Employees who operate Town-owned vehicles while performing Town business are required to abide by all applicable State laws in addition to the following rules and regulations. Please be advised the vehicle has two key fobs with Air Tags attached; in the event the keys become misplaced, the Town Manager or designee can then pin-point the location. The driver must log mileage start and end with each trip taken in the vehicle with the logbook provided in the glovebox.

Town-owned vehicles are to be used only for the following purposes:

- a. Transportation to conduct official Town business before, during, and/or after normal working hours.
- b. Transportation between the employee's principal work location and his/her home, if authorized and assigned to drive take-home Town vehicles by the Town Manager.
- c. Transportation to conventions, conferences, meetings, and training programs. If using a personal vehicle for approved Town business when no Town vehicle is available, employees may request and will receive the current mileage reimbursement at the mileage rate as determined by the Internal Revenue Service.
- d. Rental cars may be used for both in-state and out-of-state travel, if authorized in advance by the Town Manager.

Employee Responsibilities: Those driving vehicles in the course of their employment:

- Must have a valid driver's license for the type of vehicle being driven and must obey all traffic laws.
- Must provide a copy of their driver's license to the Town Manager when hired in order to verify that the driver's license is valid.
- Are responsible for ensuring a current driver's license is on record with the Town.
- Must not permit smoking/vaping in Town vehicles.
- Must not use a cellphone without a hand-free device.
- Must maintain the vehicle in good condition.

- Must wear a seat belt at all times when operating the vehicle.

Any employee who is required to operate a Town-owned or private vehicle to perform Town business must immediately report any license suspension, revocation, or serious violation to his/her supervisor, ideally within 24 hours of action. An employee must immediately report to the Town Manager any motor vehicle violations while performing Town business. Any license suspension, revocation or serious violation not reported immediately to the supervisor will be subject to disciplinary action up to and including termination.

If operating a vehicle to perform Town business, employees are required to be insured through the Town insurance carrier.

Town vehicles and/or fuel shall not be used for personal use. Only Town employees may operate Town vehicles. No employee under the age of eighteen (18) is allowed to operate a Town vehicle unless approved by the Town Manager.

Employees are prohibited from transporting passengers except 1) other Town employees; or 2) individuals conducting business with or on behalf of the Town; or 3) otherwise approved by the Town Manager.

Personal vehicles shall not be used to pull trailers or haul equipment while being used in Town-related business.

Employees are prohibited from making any modifications, alterations or additions to any Town vehicle or equipment without the prior written approval of his/her supervisor.

Employees are responsible for any driving infractions or fines as a result of their driving. Additionally, employees shall not operate any Town vehicle at any time or operate any personal vehicle while on Town business while using or consuming alcohol, illegal drugs, or prescription medications affecting the ability to drive or operate machinery.