## **SECTION 2.10**

**TOWN PROPERTY AND EQUIPMENT USE**

1. **General Rules for Property/Equipment Issuance and Use**

The Town shall provide employees with adequate tools, equipment, vehicles and facilities for the job being performed. The Town also requires all employees to observe safe work practices and lawful**,** careful and courteous operation of vehicles and equipment. Any Town provided safety equipment must be used at all times.

Depending upon the situation, the Town may issue other equipment or property to employees, e.g., credit cards, keys, tools, security passes, manuals, written materials, uniforms, cellular telephones, computers, and computer-related equipment. Employees are responsible for items formally issued to them by the Town, as well as for items otherwise in their possession or control or used by them in the performance of their duties. At the time of issuance, employees may be required to sign certain forms or other documentation evidencing their receipt of property and/or equipment, and their agreement to pay for any lost or unreturned property through payroll deduction. The Town may take such action as it deems appropriate or necessary to recover and/or protect its property, including payroll deduction to cover the cost of lost, stolen or unreturned items.

Employees must notify their supervisor immediately if any vehicle, equipment, machine, tool, etc. appears to be damaged or defective, or is need of repair. The appropriate supervisor can answer questions about an employee’s responsibility for maintenance and care of equipment used on the job. The improper, careless, negligent, destructive, or unsafe use or operation of equipment will likely result in disciplinary action, up to and including termination of employment.

The Town may, at any time, check the driving record of a Town employee who may drive as part of their job duties to determine that they maintain the necessary qualifications as a Town driver. Employees agree that they will cooperate in giving the Town whatever authorization is required for this purpose.

1. **Personal Use Prohibited**

Town property, materials, supplies, tools, equipment or vehicles may not be removed from the premises or used for personal business without prior written approval by the City Manager or their designee or Department Director.

While employees are permitted to access personal social media platforms during work hours for brief, non-work-related purposes, the use of specific applications deemed high-risk for data privacy concerns, such as TikTok, is strictly prohibited on company devices and networks due to potential security vulnerabilities and data leakage. The only exception is for the limited purpose of providing law enforcement or developing or implementing information security measures and only with prior supervisor authorization. Any violation of this policy may result in disciplinary action, including termination.

1. **Tobacco Use Prohibited**

The use of all tobacco products (including smokeless) is prohibited while operating and/or being a passenger in Town owned vehicles and/or equipment.

1. **Alcohol Use Prohibited**

No alcoholic beverages are allowed in Town owned vehicles, with the exception of alcoholic beverages seized by the Police Department in the course of an arrest or investigation, and Town management authorizing an employee to pick up and deliver alcohol for Town functions.

1. **Use of Town Vehicles and Personal Vehicles for Town Business**

Town owned or leased vehicles may only be used for official Town business and may only be driven by authorized Town employees. If an employee drives their own, or a Town-owned, rented or leased vehicle on the job or while carrying out Town-related business, the employee must comply with the following:

* + Drivers must have a valid State of Texas driver’s license appropriate for the vehicle operated, must maintain a satisfactory driving record, and must inform their supervisor of any change in status.
	+ Drivers must always observe all posted laws and speed limits.
	+ Drivers must always wear seat belts when the vehicle is in operation.
	+ No passengers other than Town employees or others on Town business may ride in a Town vehicle unless otherwise approved in advance by the Department Director.
	+ No personal use of Town provided vehicles is allowed without the prior, specific approval of the City Manager.
	+ All maintenance and use records for Town vehicles must be completed as directed by the employee’s supervisor.
	+ Drivers must report any broken, missing, or worn parts, tires, etc., or any needed maintenance of Town vehicles to the appropriate supervisor immediately.
	+ All drivers must be eligible for coverage under the Town’s insurance policy.
	+ Drivers covered by Department of Transportation regulations must comply with such regulations at all times.
	+ Employees should utilize the Town’s fueling stations, when possible, for Town-owned, rented or leased vehicles on the job. Any other fuel purchases should be made with a Town purchase card. If the employee does not have a Town purchase card, the employee must keep receipts for any fuel purchased and submit them for reimbursement. Reference the Town’s Travel Policy for details regarding vehicles and travel.
	+ **AT NO TIME MAY AN EMPLOYEE UNDER THE INFLUENCE OF ALCOHOL OR ILLEGAL DRUGS DRIVE A TOWN VEHICLE OR A PERSONAL VEHICLE WHILE CONDUCTING TOWN BUSINESS.**
	+ **EMPLOYEES INVOLVED IN AN ACCIDENT WHILE OPERATING A TOWN VEHICLE, OR WHILE OPERATING A PERSONAL VEHICLE ON TOWN BUSINESS, MUST IMMEDIATLEY NOTIFY THE PROPER LAW ENFORCEMENT AGENCY (IF APPLICABLE) AND THE APPROPRIATE SUPERVISOR, DEPARTMENT DIRECTOR, AND/OR CITY MANAGER. ACCIDENT REPORTS, ALONG WITH ANY LAW ENFORCEMENT REPORT, MUST BE FILED BY THE EMPLOYEE WITH THE DEPARTMENT DIRECTOR AND THE DIRECTOR OF HUMAN RESOURCES.**
1. **Vehicle Allowance**

An employee may be given a monthly allowance for consistently using such employee’s own vehicle for Town business if the use is deemed necessary by the City Manager. The amount of the allowance shall be determined by the City Manager. See the Town’s Vehicle Allowance and Take-Home Vehicles Policy.

1. **Take Home Vehicles**

A Town vehicle may be assigned to a position or employee when it is more economical than payment of a car allowance or mileage reimbursement. To be eligible for assignment of a take home vehicle, an employee must be subject to emergency call back during off duty hours to locations other than the employee's normal workstation. No personal use of a take home vehicle is permitted except to commute to and from home or work without prior written approval of the City Manager. No passengers may be transported in take home vehicles, except as required by official duties or with prior written approval of the City Manager. No alcoholic beverages are allowed in Town vehicles. See the Town’s Vehicle Allowance and Take-Home Vehicles Policy.

The above is not a complete and exhaustive list of vehicle use policies. Violations of any of the specific items listed, as well as the improper, careless, negligent, destructive, or unsafe use or operation of a vehicle, may result in disciplinary action, up to and including termination of employment.

1. **Personal Property and Vehicles**

All employees shall be solely responsible for their personal property at all times. No Town employee may park their personal vehicles and/or any personal trailer, whether enclosed or not, RV, or other non-motorized vehicle on gated or locked Town property outside of normal (or shift) working hours unless otherwise approved in advance by the Department Director.