

Blythe Robinson

From: Gary Daugherty <gdaugherty1980@gmail.com>
Sent: Thursday, September 15, 2016 11:09 AM
To: Blythe Robinson
Subject: Vehicle use Policy

Blythe,

Here are the changes, I would like to add or discuss in the vehicle usage policy.

1. Add town seal to all Town vehicles, except the Police chief and unmarked police cars.

Section III

2. Employees in the course of their employment on a **regular basis** may be subject to driving record checks, through the Registry of Motor Vehicles.

-Define what regulars basis is: quarterly, semi annual, and or annual.

3. Driving records shall be reviewed by the Town Manger and/or Department Head:

-What are you looking for when reviewing driving records?

4. Driving records determined to be a safety concern by the Town Manger may result in disapproval of an employee's vehicle use in the course of employment, after consultation with appropriate Department Head.

- Add "and BOS." after Department Head.

Section IV

5. The vehicles classified as 24 hours emergency use for Town of Upton are:

- Add Police Lieutenant

6. Municipal Vehicle assignments may be rescinded in writing in the discretion of the Town Manger.

- Add with approval of the BOS.

Section V

7. Employees are prohibited from possessing **open** alcoholic,

- Change open to any.

I would also like for you to contact the Medway Town Manger to find out about his fleet eye's vehicle tracking program.

Thanks