



**Department of Public Works**

Town Hall, 365 Boston Road, Billerica, Massachusetts 01821  
PH: (978) 671-1313 FAX: (978) 671-0906

Abdul Alkhatib, Director

To: DPW Employees

From: Abdul Alkhatib, DPW Director

AA

Date: June 16, 2015

RE: use of municipal vehicles, equipment damage and reporting

I was informed recently by the Billerica Police Department that they had received a complaint of Public Works Department vehicles speeding, and it was not the first time they received such complaint.

All Public Works employees must abide by the speed limit and all traffic rules and regulations when driving town vehicles. It reflects negatively on the department when we don't and the public takes notice of these issues.

In addition, any Public Works employee involved in an accident operating town equipment, or when the use equipment result in damage to the equipment or vehicle, the employee must notify his supervisor immediately and file an accident report as soon as possible no later than 24 hours from the time of accident or damage. In case of an injury to the employee, the supervisor must complete the report to the best of his/her ability on behalf of the employee using available information about the accident. Once the employee returns to work, the employee must complete an accident report the same day they return to work.

I appreciate your cooperation in these two matters and let me know if you have any questions.

Cc: John Curran, Town Manager  
Cathy O'Dea, Assistant Town Manager  
Dan Rosa, Police Chief

**Town of Billerica**  
**Vehicle Safety Policy**

It is the policy of the Town that certain positions require employee access to Town vehicles. Town vehicles are not personal vehicles and are not for personal use. Town vehicles should be viewed as belonging to the citizens of the Town and are utilized for the purposes consistent with providing services to those citizens.

This policy applies to all Town employees who are afforded the use of Town vehicles. Employees whose employment is regulated by collective bargaining agreements are subject only to those provisions of this policy not specifically regulated by the agreement.

The purposes of this policy are as follows:

- To encourage safe operation of Town vehicles.
- To set forth the guidelines under which Town vehicles may be used.
- To minimize transportation costs and liability.

The following procedures are considered to be minimum standards for Town vehicle use; departments may develop more restrictive procedures.

**Rules Governing Use of Town Vehicles:**

1. Town vehicles may only be used for legitimate Town business.
2. Town vehicles will not be used to transport any individual that is not directly or indirectly related to Town business. Passengers shall be limited to Town employees and individuals who are directly associated with Town work activity (committee members, consultants, contractors, etc.).
3. Vehicles should contain only those items for which the vehicle is designed. The Town shall not be liable for the loss or damage of any personal property transported in the vehicle.
4. Employees are expected to keep Town vehicles clean, and to report any malfunction or damage to their supervisor immediately.
5. Employees are expected to park vehicles in safe, legal locations.
6. Employees must turn the vehicle ignition off, remove the keys, and lock the vehicle when left unattended.
7. Drivers and all passengers must wear seatbelts in vehicles so equipped during operation of the vehicle.

8. All operators of vehicles that require a CDL license will be tested for drugs and alcohol as provided by US DOT regulations.
9. Employees may not operate Town vehicles under the influence of alcohol, illegal drugs or prescription drugs or medications that may interfere with effective and safe operations.
10. Smoking is prohibited in all Town vehicles.
11. Employees who operate Town vehicles must have a valid motor vehicle license issued by the State of their current residence and may be required to provide proof of valid motor vehicle license.
12. All new drivers must allow a motor vehicle record check prior to driving any Town owned vehicle. This record check will be done every other year thereafter.

**Rules - Guidelines for the Use of Personal Vehicles on Official Town Business:**

It may be necessary for you to utilize your personal vehicle on Town business. If this becomes necessary, the following rules apply:

1. Drivers and passengers must wear seatbelts during the operation of the vehicle.
2. Vehicles must be parked in safe and legal locations.
3. The Town will not be responsible for fines resulting from any parking tickets or moving violations.

It is recommended that you maintain minimum insurance levels of coverage for your own protection in the following amounts:

- Property Damage - \$50,000
- Bodily Injury to Others - \$100,000 / \$300,000

The Town will not be responsible for physical damage to your vehicle. The Town's liability coverage is secondary to your automobile liability coverage.