



Village of Menands

VILLAGE OWNED VEHICLE POLICY

Authorized use:

1. Village vehicles are only to be used for official village business and related activities.

Driver eligibility:

1. Employees must possess a valid driver's license appropriate for the vehicle they are operating.
2. DPW employees must have a CDL B License.

Passenger restrictions:

1. Only individuals directly involved in village business can be transported in a village vehicle.

Reporting accidents and damage:

1. Any accidents or damage to a village vehicle must be reported immediately to the supervisor and Village Clerk.
2. Police Department is to respond.
3. Vehicle if possible is not to moved.
4. Driver must complete a field sobriety test.

Maintenance and cleanliness:

1. Drivers are responsible for keeping the vehicle clean and reporting any maintenance issues.

Personal use limitations:

1. Personal use of village vehicles is generally prohibited, with exceptions potentially made for specific situations with prior approval.

License Event Notification Service (LENS)

Upon being hired employee the Village Clerk will enter employee into New York State DMV License Event Notification Service (LENS) program.

1. The Clerk will notify the Department Supervisor of any notification received regarding any employee record.
2. Upon hiring the Clerk will run a driver extract. If there are any negative finding the Department Head will be notified. A copy of the extract will be placed in their personal file.
3. If a notification is received that an employee's license has been suspended that employee will not be allowed to drive any Village Owned Vehicle until suspension is cleared.

If any part of this policy is violated may result in discipline to the point of termination.