

Delta Township Compiled Policy Manual

Title:	Policy Regarding the Assignment of Township Owned Vehicles
Adoption Date:	July 2, 1990
Revision Date:	

General Purpose: To delineate the assignment and use of Township owned vehicles.

Summary Statement of Policy: All vehicles are to be permanently numbered by a system indexed to vehicle identification numbers. Vehicles are assigned to departments.

Actual Policy as written:

Vehicles may be bought, sold, or transferred between departments only with a vehicle committee recommendation and the Board of Trustees' approval.

All vehicles are to be permanently numbered by a system indexed to vehicle identification number (manufacturer's serial numbers) kept by the Clerk's office, the accounting department and the vehicle committee.

Vehicles are assigned to departments, not employees.

Department directors are responsible for the vehicles assigned to their departments.

Only the following appointed officials are permitted to take vehicles home overnight on a regular basis:

1. Fire Chief
2. Wastewater Treatment Plant Director
3. Water Department Director

Future new hires in the above positions must be residents of the township to qualify for taking vehicles home overnight.

By specific enabling resolution(s) of the township board, certain names positions within departments below the department director level may be permitted to take vehicles home overnight to meet or accomplish specific named needs, tasks, or goals.

Other employees are to leave the vehicle(s) at the township facilities overnight and are to return to the township facilities to pick up the vehicle(s) if duties require their use after normal business hours.

This policy is not meant to cover sporadic one-time overnight use to cover a particular departmental function as specifically authorized each time by a department director (such as taking a snow plow home when anticipating heavy snow as predicted by weather bureau, early next morning departure on business trip, or dispersal of vehicles as authorized by emergency services director in anticipation of a civil emergency).

No township vehicle is to be used for private purposes.