



Usage of Town Vehicles

Resolution Number: 2025-08-11-208

Date Approved: August 11th, 2025

Objective:

It is recognized that certain employees require vehicles to carry out their departmental responsibilities. Emergencies and other occurrences (such as monitoring street conditions, responding to citizen complaints, water/sewer breaks, flooding, etc.) require these individuals to respond after hours to assess situations and make decisions on required courses of action.

Scope:

This policy applies to the employees of the Town of Gambo who use Town vehicles as part of their daily responsibilities.

Definitions:

A Town vehicle is defined as any passenger car, van, truck, pickup or crew cab owned by the Town of Gambo.

Responsibilities:

All Department Heads and Supervisors will be responsible for overseeing the use of vehicles in their respected departments.

Guidelines:

All other vehicles are to be kept in a secure location after normal working hours (i.e. The Town Yard).

Town vehicles are to be used for municipal business only. Personal use is limited to those occasions when the vehicle is already being used for business purposes. A special trip for personal use is not permitted.

Except for vehicles assigned to individuals considered to be on-call, vehicles are not to be used for personal transportation to and from home.

The Town Foreman and designated on-call staff may take Town vehicles home during their on-call periods. This allowance is granted strictly for work-related purposes and does not authorize any personal use of vehicles. Any indication of personal use will result in a review and potential further amendment of the policy.

Under no circumstances is an employee to use any town vehicle to transport alcohol, passengers, or personal belongings.



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In the event of a major forecasted weather event, the on-call employee will be permitted to take town equipment home for after-hours travel to work.

Reservations or Rights:

The Town of Gambo reserves the right to change, modify or cancel this policy at any time as it deems necessary.

Revision History:

Revision:	Resolution:	Change Made:	Date:
1	2023-07-17-225	Allowing vehicles to be taken home as forecast requires for afterhours snow clearing	July 17 th , 2023
2	2025-08-11-208	Town Foreman and on-call staff may bring vehicles home.	June 16 th , 2025

Signature: _____

Mayor

Signature: _____

Town Clerk

Date: _____

Date: _____