

To: James M. Green, Supervisor
Forrest D. King, Parks Foreman
Harold E. Ahlsen, Garage Foreman

From: Robert C. Malley, Director of Public Works

Date: January 25, 2012

Re: Use of Town Vehicles

Since the four of us utilize Town vehicles on a regular basis, I am circulating this memo regarding their appropriate use. The assignment of a vehicle is a privilege, not a right. It can, however, be considered both an asset and a liability as we carry out our duties. The need to use town vehicles to get meals, obtain parts and attend meetings leads all of us outside of Cape Elizabeth on a regular basis. We need to make sure that as we make these trips, we obey all of the laws pertaining to the operation of motor vehicles. This includes, but is not limited to, the wearing of seat belts and obeying the speed limit. We also need to make sure that we don't make any side trips, or perform other personal errands, unless previously authorized. Our trucks are very noticeable to the public. They are equipped with decals, antennas, toolboxes and warning lights; providing ample fixtures for the public to pick up on.

Due to the timing and responsibilities during a storm event, the winter on-call foremen may be required to obtain meals and monitor road conditions at non-traditional times during a 24-hour period. Based on the above, the Director of Public Works may grant permission to the Foreman on call to take a vehicle to his residence and/or to expedite winter maintenance as required. Foremen shall consult with the Director prior to the need and proceed only after receiving authorization. Trips to and from residences and/or businesses outside of Cape Elizabeth shall be done in an expeditious manner.

Cc: Michael K. McGovern, Town Manager

