



**GARDINER CITY COUNCIL  
AGENDA ITEM INFORMATION SHEET**



<b>Meeting Date</b>	10/14/2020	<b>Department</b>	City Council
<b>Agenda Item</b>	4.n Consider Approval of a Policy Adoption: Department Shared Laptop and Pool Vehicle		
<b>Est. Cost</b>	n/a		

**Background Information**

There are two policies attached for the City Council's consideration.

The first policy is a department shared laptop policy. This policy was developed to cover the use of a general laptop that is available for employees use when they are conducting meetings off site. The need for such a computer came about when it was realized that some employees do not have speaker/camera availability on their own personal computers located off site.

The second policy is for a pool vehicle. The pool vehicle was recently placed in service to help alleviate the requirement to pay for mileage when employees are required to attend functions outside of the city. The majority of use will be conducted by the Code Enforcement Officer as he performs inspections on a daily basis.

<b>Requested Action</b>	'I move to adopt the Department Shared Laptop and Pool Vehicle Use Policies as presented.'
<b>City Manager and/or Finance Review</b>	The City Manager recommends the above action.
<b>Council Vote/ Action Taken</b>	
<b>Departmental Follow-Up</b>	

<b>City Clerk Use Only</b>	1 <sup>st</sup> Reading _____	Advertised _____	<b>EFFECTIVE DATE</b> _____
	2 <sup>nd</sup> Reading _____	Advertised _____ w/in 15 Days	
	Final to Dept _____	Updated Book _____	Online _____

**CITY OF GARDINER  
DEPARTMENT SHARED  
LAPTOP POLICY**

I understand that the laptop and accessories that THE CITY OF GARDINER has loaned me are the property of THE CITY OF GARDINER.

I agree to keep my VPN and login information confidential and will not allow any other individuals to use the laptop provided to me by THE CITY OF GARDINER.

I will not install any additional software or change the configuration of the equipment in any way.

I will only use the laptop if I have a password protected wireless in my home or residence.

I will protect the laptop from damage and theft and will report damage or suspected problems immediately to THE CITY OF GARDINER technical support.

I will not use the laptop for personal use.

I agree to return the laptop to THE CITY OF GARDINER immediately upon my return to work the following day.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

# City of Gardiner

## Pool Vehicle Use Policy

The following policy and procedures have been established in an effort to provide consistency in the management of our city pool vehicle used by the employees. These guidelines must be followed to avoid damage, injury, or abuse to the vehicle and its users. The purpose of this policy is to establish a fair process for the shared vehicle use to as many employees as possible and to help alleviate the expense of mileage reimbursement costs. The Vehicle Use Policy Administrator is Denise Brown and her phone number is 754-4138.

- Use of city owned vehicle for personal purposes is prohibited. Reasonable, minor, incidental stops while en route will require prior approval from the Administrator.
- No persons are allowed in the vehicle that are not city employees.
- Only licensed drivers who have been added to the City's insured drivers list may drive the vehicle.
- When possible, vehicle requests should be scheduled two weeks prior to the actual date of use.
- Requests for vehicles will be honored on a first-come, first-served basis. The Administrator may use their discretion to ensure that no individual monopolizes the use of the vehicle.
- It is required that the approved driver will sign out the key from the Administrator the day before use.
- The vehicle will be housed at City Hall at all times unless prior arrangements are made with the Administrator.
- Drivers must drive responsibly at all times and follow all traffic regulations, including the speed limit.
- If there are any problems, the Administrator should be advised before the vehicle is used.
- It is the driver's responsibility to return the vehicle with at least a half tank. If you go below a half a tank, you can go to the Fuel Depot located at 30 Pushard Lane. When prompted, enter User ID #6000 and vehicle #8936. The vehicle uses unleaded fuel only.

- The vehicle must be locked when not in use and when returning it to City Hall.
- Upon returning the vehicle, please remove trash and belongings from interior, and vacuum if it is dirty.
- Report any maintenance needs and/or accidents/damage immediately to the Administrator. (For all traffic accidents – please contact the police and obtain a police report – these must be turned in to the Administrator).
- Employees may not make copies of the vehicle key and the original key must be returned to the Administrator immediately upon return.
- All passengers must be seated and in their seat belts at all times while vehicle is moving. There may not be more passengers in any vehicle than the number of seatbelts in the vehicle.
- Smoking, vaping, and chewing tobacco is prohibited at all times in the vehicle.
- Driving under the influence of drugs/alcohol is prohibited.
- Possession or use of alcohol, illegal drugs or other intoxicating substances in the vehicle is strictly prohibited
- Drivers may not answer, or talk on their cell phones while operating the vehicle.
- Driver is personally responsible for any fines, fees, legal penalties and personal legal costs resulting from the receipt of tickets and citations received while operating, parking or in possession of city vehicle.
- If the employee prefers not to take the pool vehicle and it is available they will not be reimbursed for mileage for their own personal vehicle.

***I acknowledge that I have read the vehicle use policies and agree to follow them. I further certify that I have a clean driving record in the State of Maine.***

\_\_\_\_\_  
City Employee

Date:\_\_\_\_\_

\_\_\_\_\_  
Policy Administrator

Date\_\_\_\_\_