



Town Owned Vehicles: Cost and Process Review

TOWN OF TRUMBULL, CT

October 5, 2016
Therese Keegan
Financial/Accounting Controls Analyst



tkeegan@trumbull-ct.gov

Phone: (203) 452-5072

October 5, 2016

Mrs. Elaine Hammers, Chairperson
Town of Trumbull Board of Finance
5866 Main Street
Trumbull, CT. 06611

Dear Mrs. Hammers,

I respectfully submit the enclosed report entitled Town Owned Vehicles: Cost and Process Review.

The objectives of this audit were to:

- provide an overview of number and type of vehicles (cars, trucks, commercial vehicles) the Town currently owns by Department,
- summarize costs associated with maintaining the Town's current fleet of vehicles, including insurance, fuel and repairs,
- ensure adequacy of inventory, cost and driver controls; identify opportunities to reduce costs,
- review timeliness and accuracy of regulatory reporting (DMV, IRS),
- update Town Policy and ensure compliance.

I would especially like to thank Lisa Lobuono of the Finance Department for her assistance in the completion of this report.

Respectfully submitted,

Therese Keegan
Financial/Accounting Controls Analyst

Table of Contents

<u>Section</u>	<u>Page</u>
Background	4
Scope & methodology	4
Vehicle lifecycle	4
Fleet composition	5
Detail of Costs	6
Take home vehicle analysis	8
Findings & Recommendations	8
Appendix	13

Background

A review of Town Owned Vehicles was performed in October 2007. The review found the following:

1. Compared to proximate towns, the number of take home vehicles in Trumbull was considered excessive.
2. Take home vehicle policy required updating.
3. Vehicle maintenance was performed at three locations and centralization should be considered.
4. The Town's fleet of vehicles was aging and a plan to update the fleet was necessary.
5. Vehicle documentation was decentralized, including title, insurance and maintenance information.
6. A physical inventory was not regularly undertaken to ensure assets existed.

A review of Town Owned Vehicles was again performed in September 2011 and the findings reiterated those above. The 2007 report was used for comparative purposes as the 2011 report did not consistently provide equivalent detail.

Scope and Methodology

The following report includes current data and updates previously reported findings. Additionally, the report proposes process changes designed to save administrative time, and increase accounting accuracy and compliance. Finally, the report proposes a comprehensive Vehicle Use Policy for review and potential implementation.

- Interviews were conducted with the Finance team, EMS, Police Department, Highway, Golf Course, Health Department and Board of Education personnel.
- Vehicle data maintained by the Finance Department, Merit Insurance, the Highway Department and the Board of Education was gathered and reviewed.
- A physical inventory was partially completed; 44% of Town's vehicles were observed; 48% of non-commercial vehicles.

Vehicle lifecycle

a. Procurement

The majority of Town-owned vehicles are procured through the Town's normal budgetary and bid processes. They are accounted for as fixed assets and are charged to departmental capital outlay expenditure accounts.

Finance Department adds the vehicle to the maintained list, noting department, tag #, make, model, description (car, SUV, etc.) and VIN. This information is to be provided to the insurance company and to Highway personnel for set up in Fleet Manager and Fuel Master programs.

b. Financing

The Town utilizes an Internal Service Fund to finance the purchase of Town-owned vehicles. Entitled "Lease Fund," vehicle purchases are initially charged to this proprietary account which is reimbursed by departmental capital outlay accounts generally over a period of 5 years.

c. Registration and Insurance

All Town-owned vehicles are registered to the Town of Trumbull, CT. The majority of Town-owned vehicles have municipal license markers with a number followed by the letters "TR." For security purposes, Fire Marshal vehicles and a small number of Police vehicles do not use "TR" plates. The use of municipal license plates must be reported to the State of Connecticut's Department of Motor Vehicles biannually.

The Town's insurance is brokered through Merit Insurance, Inc.; the Town is currently insured through Travelers with a liability-automobile-property pool policy. All town-owned vehicles are to be covered by this policy.

d. Personal Property Tax

Town-owned vehicles are exempt from personal property taxes.

e. Drivers

All employees who are eligible or required by job description to drive Town-owned vehicles must provide evidence of a valid driver's license, which is to be copied for Town files.

As part of the hiring process, all prospective Town employees submit to drug screening. Additionally, Town employees required to have a valid Commercial Driver's License (CDL) are subject to random drug testing.

f. Vehicle disposition

Per Town policy, on-road vehicles shall not be traded in; they shall be moved down through the lines of use based on their life expectancy and serviceability, at the direction of the Fleet Manager, with the authorization of the Director of Public Works. At end of useful life, vehicles are auctioned or sold for scrap.

Upon disposition, the Highway Department updates Fleet Manager and Fuel Master and notifies the Insurance Coordinator to update accounting records and notify the insurance company.

Fleet composition

The Town of Trumbull owns 290 vehicles which can be broken down as follows:

Description	2016	2007	Variance
Cars	34	52	(18)
Pickups	45	77	
SUV's	46		14
Vans	23	18	5
Motorcycles	4	4	-
Boats	1		1
Commercial	137	167	(30)
	290	318	(28)

The bulk of commercial vehicles is held by Highway. Non-commercial vehicles, by department, compared to the 2007 audit, are summarized as follows:

	Cars	Cycles	Vans	Pickups	SUVs	Boats	Total	2007
Assessor					1		1	
BOE	4		11	6	4		25	26
Building					3		3	5
EMS					4		4	4
Engineering	1		1		1		3	7
Finance					1		1	1
Fire Marshall					3		3	3
First Selectman					2		2	1
Golf				1			1	3
Health Dept.	1						1	
PW/Highway	1		3	21	1		26	35
Library	1						1	
Parks				12			12	13
P & Z					1		1	
Police	25	4	4	3	21	1	58	44
Recreation					1		1	1
Senior Center	1		4				5	5
Sewer				2	1		3	3
Town pooled					2		2	
Total	34	4	23	45	46	1	153	151

Aging of the fleet was of concern in past reviews. As of 6/30/16 the age of the non-commercial fleet had not changed substantially over the years:

Vehicle Age	2016		2007	
	Count	Fleet %	Count	Fleet %
1 -3 years	38	25%	33	22%
4 -5 years	20	13%	24	16%
6 -7 years	21	14%	19	13%
8 - 9 years	12	8%	14	9%
10 or more	62	41%	61	40%
	153	100%	151	100%

However, the above aging does not include vehicle purchases approved in the 2017 Town budget:

- Police 5
- EMS 1
- Engineering 2
- Parks 1
- WPCA 2
- DPW 4

Detail of Costs

- a. In current years the fleet has generally added SUV's as they replace cars. Excluding Police, EMS, Fire Marshal and a BOE SUV, the average cost of the new vehicles approximates \$23.5k.

b. The following summary represents the annual costs to maintain the Town's vehicle fleet:

Cost Summary	2016
Fuel	323,846
Insurance	148,327
Repair - salaries	711,807
Repair - est. benefits (46%)	327,431
Repair - parts	369,700
	<u>1,881,112</u>

- **Fuel** - gasoline and diesel are purchased under contract with Santa Buckley Energy. In 2016 gasoline was purchased at \$1.8763 per gallon. The contract price for 2017 is \$1.3987 per gallon.

The cost of diesel in 2016 was \$2.0725 per gallon and is \$1.4969 per gallon for 2017.

On a monthly basis, Finance bills BOE, WPCA Enterprise Fund and the Fire Departments for gas and diesel. Utilization by Department, by year, is summarized in the Appendix on page 14.

- **Insurance** - the Town utilizes Merit Insurance, Inc. as their insurance broker. Vehicles are insured with Traveler's Insurance with a Liability-Automobile-Property pool policy, the detail for which is updated by Finance on an annual basis. The 2016 annual cost of insurance associated with Town-owned vehicles was \$148,327. The insurance deductible is \$2,000 per incident for vehicles and \$1,000 for equipment.

- **Repair salaries**

The following schedule represents the cost of Town personnel dedicated to the repair of Town vehicles:

Related Salaries:		June 2016	June 2007
Police	Mechanic	56,592	48,797
Highway	Garage Supervisor	83,153	67,783
Highway	Senior Mechanic	65,984	57,756
Highway	Motor Equipment Repairman	46,425	55,873
Highway	Motor Equipment Repairman	62,118	56,487
Highway	Motor Equipment Repairman	65,269	56,487
Highway	Motor Equipment Repairman	65,984	56,487
Highway	Motor Equipment Repairman	65,984	56,487
Highway	Motor Equipment Repairman	65,984	56,487
Highway	Motor Equipment Repairman	65,716	56,487
TPS	Motor Equipment Repairman	68,598	Excl.
		<u>711,807</u>	<u>569,131</u>

- **Repair - estimated benefits**

Employee benefits were estimated and included FICA, health insurance premiums, workman's compensation premiums and retirement contributions.

Take home vehicle analysis

- a. The Town's 2007 audit reported Trumbull's 33 take home vehicles was excessive as compared to proximate towns. The report recommended the Town consider opportunities to cut back on this benefit.

Town/City	Population	June 2016				June 2007		
		Town	* Emergency	BOE	Total	* Town	BOE	Total
Fairfield	60,678	15	10	2	27	17	2	19
Milford	53,039	16	5		21	29	2	31
Stratford	52,092	14	3		17	21	-	21
Shelton	40,472	6	4	1	11	9	1	10
Trumbull	36,444	13	10	9	32	24	9	33
Westport	27,055	8	7	-	15	20	-	20
Monroe	19,744	6	3		9	7	-	7

* Emergency = PD, EMS, Fire Marshals

Per the summary provided on page 15 of the Appendix, 32 employees currently utilize Town vehicles for purposes which include commuting. The net reduction of 1 take home vehicle since 2007 is comprised of 11 employees discontinuing use and 10 employees beginning use.

- b. Per IRS Publication 15-B the Town must impute income for take home vehicles for non-emergency personnel. The Town utilizes IRS's "Commuting Rule" adding \$3.00/workday and withholding associated taxes.

Findings & Recommendations

Finding #1: During my review I located multiple vehicle policy documents. Some are dated, others not and it was not possible to determine which, if any, the Town wished to abide by.

Recommendation: The Town should formally adopt a comprehensive Vehicle Policy and ensure distribution to all involved. For convenience, a draft Policy is included in Appendix, page 16, for consideration and approval. Once finalized the Policy should be added to the Manual and compliance should be monitored.

Management Response: Agree a comprehensive Vehicle Policy should be formally adopted, distributed and monitored with the assistance of the Internal Auditor.

Finding #2: Although recommended in the 2007 audit report and again in the 2011 audit report, no evidence of a physical inventory of Town owned vehicles was available. Decentralized, unreconciled information made a physical inventory difficult to begin:

- Vehicle listings are separately maintained by the Finance Department and by the Highway Department (via Fleet Manager), but the lists did not agree.
 - The Finance Department provides updates to Merit Insurance, Inc., but the listing they gave back did not agree with the Finance list.
 - Among the lists, VIN# was the common identifier, but input errors were not identified, reconciled, or corrected.
 - Vehicles may be transferred to other departments; license plates are sometimes switched from one vehicle to another. These changes are not consistently recorded.
 - Authorized gas pump access maintained by Highway via Fuel Master included 21 terminated BOE employees and 24 terminated Town employees. Terminations date back as far as 2000.
 - Municipal license plates must be reported to the State of Connecticut's Department of Motor Vehicles biannually, but this report has not been completed for multiple periods.
- a. Recommendation:** For the preparation of this report 44% of Town's vehicles were physically observed (48% of non-commercial vehicles). A full inventory (100% of vehicles) should be accomplished annually, possibly during insurance card distribution. This will ensure:
- The Town is compliant with the Internal Revenue Service and State of Connecticut Department of Motor Vehicles reporting requirements,
 - The Town is providing a complete and accurate list of assets to the insurance company,
 - All supporting documentation is complete, accurate, and available; i.e. Certificate of Title, registration with proper vehicle identification number, etc.
 - The Town is minimizing the use of fuel and maintenance resources,
 - The Town is optimally utilizing the existing fleet,
 - The Town is timely disposing of unused/unneeded vehicles and the Town is monitoring and safeguarding assets through disposition, which generally occurs via annual auction.

The annual physical inventory should be a joint effort including Finance, Highway Department and a BOE representative. Auditor is available to coordinate.

Management Response: Currently, at the time of insurance card distribution, vehicle listings for each department are sent to department heads for confirmation of information. Finance updates master list from signed confirmations.

Agree that a joint effort physical inventory should be performed on an annual basis. Internal Auditor will coordinate and assist.

- b. Recommendation:** Although input and review from other departments would be required, maintaining vehicle information and documentation should be the responsibility of a single employee. Maintaining a single, accurate, master list of vehicles would be more valuable than the time consuming separate lists we currently struggle with.

The Fleet Manager program is the logical place to capture comprehensive information. Program maintenance should be the responsibility of a single Highway employee who will:

- Regularly gather information from other departments,
- provide fuel statements to department managers on a monthly basis,

- safeguard vehicle documentation and unused license plates,
- ensure compliance with the Connecticut Department of Motor Vehicles,
- act as liaison with Insurance Coordinator,
- program and assign fuel keys; collect upon employee termination,
- assist with annual physical vehicle inventory.

Management Response: Agree – Highway employee to be determined.

Finding #3: Prior audits reported the age of the Town’s fleet was of concern. Older vehicles would have to be replaced, for which there was no written plan, and the repair work required by an aged fleet might become excessive.

Recommendation:

- A replacement plan is included in the proposed Vehicle Use Policy (Appendix page 16).
- Additionally, a cost/benefit analysis was performed related to the cost of vehicles. Fleet maintenance costs for the year ended 6/30/16 are summarized as follows:

Cost Summary	2016
Fuel	323,846
Insurance	148,327
Repair - salaries	711,807
Repair - est. benefits (46%)	327,431
Repair - parts	369,700
	<u>1,881,112</u>
# of vehicles (incl. comm)	290
Ave annual cost per vehicle	<u>6,487</u>

The \$6,487 does not include the initial cost of the vehicle. Non-emergency SUV replacements currently approximate \$23.5k each, which if expensed over 5 years would bring the total cost of each vehicle to an estimated \$11,187 per year.

Once a vehicle becomes too expensive to maintain, the Town generally auctions it or sells it for scrap, and then replaces it. The town might wish to consider not replacing some of these vehicles, but rather reimbursing employees for the business use of their personal vehicles. At the current IRS reimbursement rate of \$.54/mile, an employee would have to drive 20,716 business miles per year to equal the estimated \$11,000+ cost the Town incurs per vehicle each year.

The Town might wish to consider the possibility of decreasing the number of assigned vehicles and increasing the number of shared, pooled vehicles, available during the day to employees who may require them. The responsibility of coordinating use of pooled vehicles should rest with the Insurance Coordinator, who will log use and ensure drivers are properly licensed and informed of Town Vehicle Policy.

Management Response: Agree in general. Would be interested to know impact of average if costs could be broken down by equipment vs vehicles.

Finding #4: Prior audits reported the number of Trumbull’s take home vehicles was excessive as compared to proximate towns. The report recommended the Town consider opportunities to cut back on this benefit.

To quantify, a cost/benefit analysis was performed specific to take home vehicles. The sample data below was selected from non-emergency personnel:

Commute 1 way	Commuting miles	Business miles	Annual miles	Value to employee @ .54	Cost to Town	Cost to Town per Bus. Mile
7	3,080	2,224	5,304	1,663	11,187	5.03
3	1,320	4,173	5,493	713	11,187	2.68
3	1,320	4,170	5,490	713	11,187	2.68
23	10,120	2,532	12,652	5,465	11,187	4.42
22	9,680	1,090	10,770	5,227	11,187	10.26

Generally, take-home vehicles should be restricted to those employees who would:

- need to respond immediately to an after-hours emergency,
- need tools or equipment to address the emergency,
- potentially be called to more than one emergency location.

Recommendation: In each scenario above, the cost to the Town exceeds the benefit to the employee. The Town might wish to evaluate the list of take-home vehicles and consider alternatives to this fringe benefit.

Management Response: This is an Administrative decision.

Finding #5: Per IRS the value of commuting afforded via take home vehicles is taxable to the employee. Emergency personnel are excluded from taxability if vehicles are clearly marked as emergency vehicles, or if there is a valid reason why they are not marked.

- a. The 2014 EMS Ford Interceptor is a non-restricted use vehicle and is not marked as an emergency vehicle.
- b. Although 2 were originally reported, 9 BOE employees are currently assigned take home vehicles and have not been taxed on the commuting value per IRS guidelines.
- c. Per IRS Publication 15-B the First Selectman, as an elected official, is considered a “control employee” and should therefore be taxed under the Lease Value Rule rather than the Commuting Rule.

Recommendations:

- a. The Town should consider marking the 2014 EMS Ford Interceptor, identifying it as a Town of Trumbull emergency vehicle.
- b. Taxability of take home vehicles was discussed with BOE personnel and they will do so for current year and going forward.
- c. Current year imputed income and withholdings to date for the First Selectman should be reviewed and adjusted if required under the IRS Publication 15-B Lease Value Rule.

Management Response: Agree and will address.

Appendix

Summary of utilization: cost and gallons of gas and diesel, by year, by department:

Dept.	7/12 - 6/13		7/13 - 6/14		7/14 - 6/15		7/15 - 6/16	
	Fuel Quantity	Fuel Amount	Fuel Quantity	Fuel Amount	Fuel Quantity	Fuel Amount	Fuel Quantity	Fuel Amount
Library Total	98	342	77	261	84	198	135	274
Police Total	48,303	169,065	52,778	175,185	51,704	124,275	52,334	106,762
Sr. Ctr Total	3,175	11,114	3,838	12,780	3,841	9,357	3,689	7,525
Parks Total	20,620	74,210	22,061	75,306	22,727	56,680	21,100	43,368
Engineering Total	2,423	8,482	2,935	9,823	3,114	7,603	2,961	6,092
Maint Total	1,655	5,875	3,224	10,705	3,275	7,614	3,610	7,399
Sewer Total	1,800	6,475	2,386	8,256	2,481	6,629	2,500	5,645
BOE Total	17,039	60,454	39,159	132,323	38,984	99,362	36,721	82,022
Highway Total	48,747	181,895	52,236	186,271	54,904	137,795	54,188	111,987
Hwy plow Total	13,130	49,041	18,818	64,486	21,554	47,285	7,752	16,084
Admin Total	1,052	3,681	1,020	3,370	512	1,023	314	641
Bldg Dept Total	2,032	7,111	2,113	7,071	2,259	5,528	1,545	3,152
EMS Total	6,084	22,457	7,544	25,971	7,228	17,926	7,107	14,687
LH FD Total	6,612	24,057	7,101	24,747	6,293	17,081	7,134	16,116
Nichols FD Total	3,558	12,940	3,515	12,243	3,610	9,784	4,060	9,193
Trumbull FD Total	1,544	5,405	1,811	6,136	2,090	5,393	3,009	6,618
Fire Marshall Total	1,878	6,572	2,040	6,783	1,939	4,534	1,943	3,964
Health Total	1,065	3,728	1,646	5,520	1,041	2,817	287	630
Grand Total	180,814	652,900	224,301	767,238	227,638	560,886	210,389	442,160
Fire Depts.	(11,714)	(42,401)	(12,426)	(43,126)	(11,993)	(32,258)	(14,204)	(31,928)
WPCA	(1,800)	(6,475)	(2,386)	(8,256)	(2,481)	(6,629)	(2,500)	(5,645)
BOE	(17,039)	(60,454)	(39,159)	(132,323)	(38,984)	(99,362)	(36,721)	(82,022)
Excluding rebills	150,261	543,569	170,330	583,534	174,181	422,636	156,964	322,566

Per below, 32 employees currently utilize Town vehicles for purposes which include commuting.

Rows highlighted below in grey indicate use of a take home vehicle has been discontinued since the 2007 audit, while rows highlighted in yellow indicate the addition of a take home vehicle since that report.

Department	June 2016	June 2007	Commute 1 way	Vehicle type	Year
BOE	Transportation Coordinator	Transportation Coordinator	3	SUV	2013
BOE	Driver's Ed Instructor			Car	
BOE	Driver's Ed Instructor			Car	
BOE		Plant Admin			
BOE	Carpenter	Carpenter		PU	2003
BOE	Plumber	Plumber		PU	2007
BOE	Maintenance Team Leader	Maintenance Team Leader	25	SUV	2015
BOE	Supervisor	Supervisor		PU	2005
BOE	Mechanic			PU	2008
BOE	HVAC	HVAC		PU	2008
BOE		Electrician			
BOE		Welder			
Building	Chief Building Official	Chief Building Official	24	SUV	2013
Building		Deputy Building Official			
DPW	Director of Public Works	Director of Public Works	3	SUV	2016
DPW	Facilities Manager		12	PU	2016
EMS	EMS Director		NA	SUV	2014
Engineering		Asst. Town Engineer			
Engineering		Town Engineer			
Finance	Director of Finance	Director of Finance	7	SUV	
Fire Marshal	Fire Marshal	Fire Marshal	NA	SUV	2016
Fire Marshal	Deputy Fire Marshal	Deputy Fire Marshal	NA	SUV	2007
Fire Marshal	Sr. Fire Marshal		NA	SUV	2012
First Selectman	First Selectman	First Selectman	NA	SUV	2010
First Selectman	Chief of Staff		23	SUV	2006
Golf		Golf Course Property Director			
Golf		Golf Course Superintendent			
Highway	Open position	Senior Mechanic			
Highway		Acting General Foreman			
Highway	General Foreman	Supervisor		PU	2011
Highway	Highway Supervisor	Garage Supervisor			
Highway	Highway Supervisor	Senior Supervisor	3		
Highway	Highway Supervisor	Supervisor	9	PU	2008
Parks	Superintendent of Parks	Superintendent of Parks	12	SUV	2002
Parks		Asst. Super of Parks			
Police	Chief of Police	Chief of Police	NA	SUV	2014
Police	Deputy	Deputy	NA	SUV	2014
Police	Deputy	Deputy	NA	SUV	2012
Police	Deputy	Detective	NA	SUV	2012
Police	K9 Officer			SUV	2016
Police	K9 Officer			SUV	2016
Recreation	Director of Parks/Rec		22	SUV	2015
WPCA		Asst. WPCA Administrator			

Proposed Town of Trumbull Vehicle Use Policy

TOWN OF TRUMBULL TOWN VEHICLE POLICY

Purpose

This policy applies to any employee of the Town of Trumbull who is assigned a town owned vehicle. The policy is intended to:

- Provide town employees with procedural guidelines related to the utilization of town owned vehicles,
- Ensure town owned vehicles are maintained in a manner optimizing driver safety and vehicle life and performance,
- Ensure compliance with Connecticut Department of Motor Vehicles and Internal Revenue Service reporting regulations,
- Ensure town vehicles and associated costs are accurately recorded and appropriately controlled.

All new employees who are assigned work entailing the operation of a town vehicle shall be required to submit to a Department of Motor Vehicles driving records check as a condition of employment. A report indicating a suspended or revoked license status may be cause to deny or terminate employment.

Vehicle use privileges require a valid Connecticut driver's license, a copy of which is to be on file with the Town. The town reserves the right to deny an employee the use of a town owned vehicle due to a poor driving record, vehicle abuse, or violation of the Town's Vehicle Policy. The Town reserves to test any Town vehicle driver suspected of driving under the influence of drugs or alcohol.

Policy

- No town owned or leased vehicle shall be used by any person other than a town employee, appointee or elected official.
- Unauthorized use of the vehicle is strictly prohibited and will be the sole responsibility and liability of the employee.
- Town employees who commit parking or traffic violations while operating a town owned vehicle will be personally liable for all fees, fines or liabilities incurred.
- Vehicles are limited to authorized town employees. No other individuals, including but not limited to family members may operate or be a passenger in a town vehicle.
- Under IRS regulations, employees categorized as "24 hour on-call – Non-Emergency Service personnel" (see Vehicle Categories, below) are deemed to be receiving a commuting benefit. This benefit is considered imputed income by the IRS and an appropriate amount will be added to income and taxed accordingly. Therefore, department heads must notify the Town Payroll Department when an employee is assigned a take home vehicle.
- It is every driver's responsibility to operate town owned vehicles in a safe and fuel efficient manner, to abide by motor vehicle laws and to operate vehicles with due care.

- Drivers of town owned vehicles are responsible for immediately reporting any mechanical trouble or damage. Vehicle accidents should immediately be reported to Finance Department's Insurance Coordinator.
- Drivers of town owned vehicles are responsible for scheduling maintenance each 3,000 miles driven, or as recommended by Town Maintenance personnel.
- Vehicles will be fueled at the Highway Department's facility.
- Firearms or other weapons are not allowed on owned or leased Town premises including Town vehicles. Possession of weapons on Town property by anyone other than a licensed law enforcement officer is grounds for termination.
- Drivers may not transport any hazardous material or waste in a Town vehicle or in any vehicle while on Town business unless such materials are ordinarily handled by the Town as part of normal business operations.

Vehicle categories

Vehicle assignments must be approved by the First Selectman. Use of town vehicles is classified into one of the following four categories:

1. Unrestricted Use – First Selectman and Emergency Service personnel including Police, EMS and Fire Marshals. Unless considered unsafe to do so, vehicles will be permanently marked to indicate emergency service status; they may be assigned radio, computer or telephone equipment.
2. Restricted Use - 24 hour on-call – Non-Emergency Service personnel
Generally, take-home vehicles should be restricted to those employees who would:
 - need to respond immediately to an after-hours emergency,
 - be required to carry tools or equipment to address the emergency,
 - potentially be called to more than one emergency location.

These vehicles are not for personal use, other than de minimis personal use, such as a personal errand on the way home. Recipients of these vehicles are subject to imputed income and appropriate taxation per IRS guidelines.

Vehicles shall not be assigned as take home unless contractual or documented as authorized by the First Selectman. These vehicles are to be permanently marked with the Town of Trumbull seal.

3. Non-take home vehicles – ongoing, regular use to provide a town service.
Vehicles are assigned to employees regularly required to travel to perform town business during the work day. Vehicles should not be used for personal business. Vehicles should be parked in a town owned lot each evening or when not in use.
4. Temporary use/pooled vehicles – unassigned vehicles for temporary or sporadic business use by a town employee. Vehicle use shall be approved by a department head. Vehicles should not be used for personal business. Vehicles are for use during normal working hours, and should be parked in a town lot at end of each work day. Insurance Coordinator or designee will:

- maintain a log of requests and use,
- ensure Town has a copy of valid driver's license,
- ensure requestor acknowledges receipt of the Town's Vehicle Use Policy,
- distribute, collect and safeguard keys.

Vehicle replacement plan

Vehicles shall not be traded in; they shall be moved down through the lines of use based on their life expectancy and serviceability, at the direction of the Director of Public Works, with the authorization of the First Selectman. Vehicles shall be purchased when:

- a demonstrated need is shown,
- monies can be secured through the normal budgetary process,
- no appropriate vehicle can be moved down the fleet.

Additional motor vehicle policies & requirements

The following procedures relate to vehicle inventory, title, insurance, license plate assignment, fuel keys, Fuel Master and Fleet Manager program maintenance.

1. New vehicle acquisition via purchase, donation, seizure, etc.
 - Original acquisition paperwork is to be forwarded to the Finance Department.
 - Original Certificate of Title and copies of acquisition paperwork are to be forwarded to the Insurance Coordinator.
 - Insurance Coordinator will copy driver's license and provide driver a copy of Vehicle Use Policy.
 - Insurance Coordinator will contact the insurance company for an insurance card, which will remain with the vehicle at all times.
 - Fleet Manager will set up in Fuel Master and Fleet Manager programs and will program a fuel key.
2. Transfers of vehicles between departments:
Notification should be sent to the Highway Department's Fleet Manager who will ensure the following:
 - Accounting Department is notified for update to MUNIS,
 - If vehicle is assigned to an individual, Insurance Coordinator will ensure new driver's license is on file, and new driver receives a copy of the Town's Vehicle Use Policy,
 - Highway personnel will update Fuel Master and Fleet Manager.
3. License plate transfers:
 - Highway personnel must be notified for update to Fuel Master and Fleet Manager.
4. Vehicle dispositions:
Highway Department's Fleet Manager will ensure the following:
 - Accounting is notified to move vehicle from active to retired in MUNIS,

- Insurance Coordinator is notified,
- Fleet Manager and Fuel Master are updated, license plates are removed and safeguarded, and fuel key is inactivated.

Additional Fleet Maintenance requirements:

- Highway personnel will ensure compliance with State of Connecticut Department of Motor Vehicles reporting requirements.
- The Highway Department's Fleet Manager and the Finance Department's Insurance Coordinator will use the annual distribution of insurance cards as an opportunity to perform a physical verification of the existence and location of all vehicles and the verification of information such as VIN and license plate number. Fleet Manager, Fuel Master, MUNIS and the insurance company should be updated for changes.
- Payroll/HR must report terminations to Fleet Manager so Highway Department can appropriately update Fuel Master and Fleet Manager and disable fuel key.
- Individual Departments must notify the Accounting Department should an employee be assigned a take home vehicle as this is a taxable event and must be reported under Internal Revenue Service guidelines. Alternatively, Department Supervisors are to notify Accounting Department of any change or termination of take home vehicle assignments.