

**Policy: AD-05-05**  
**Policy Title: Vehicle Use Policy**  
**Policy Purpose: Set guidelines for use of department vehicles**  
**Implementation Date: 09/02/2005**  
**Revision Date: 09/02/2005**

**TOWN OF WESTFIELD  
PUBLIC WORKS DEPARTMENT  
VEHICLE USE POLICY**

This policy has been created in an effort to communicate the department's position on department vehicle usage.

1. All vehicles within the department shall be used for providing public services within the department and Town's service area only.
2. It shall be strictly prohibited for the vehicles to be used for personal use. Certain positions or assignments (potential for emergency response) in the department provide for the take home use of department vehicles.
3. In all cases, of take home vehicle usage, associates must have prior approval from the Director.
4. Personal use of department vehicles whether it be for take home use or daily departmental use is strictly forbidden by the department.
5. Any exception to this policy must have the prior approval from the Director.



Bruce A. Hauk, Director  
Westfield Public Works