



## Highway Dept – Equipment Policy

Approved by Select Board on October 2, 2023

Below are the rules pertaining to highway equipment owned by the Town of Leyden that can be taken home after work hours by both full and part time employees. Also outlined are the personnel that can grant permission needed by Town employees to take equipment home.

1. Full time highway employees may take home town-owned pickup trucks at the end of the work day which will allow for significantly reduced response time when dealing with after-hours road issues or responding to calls from Fire, Police and/or EMS.

Certain tools such as chainsaws, leaf blowers, weed whackers, compactors and various small hand tools may be on the pickup trucks at the end of the day. These tools are left on the trucks to allow employees to clean culverts, ditch water and cut trees when using the truck. Other items may be left on the truck as part of a larger project when it would not be practical to unload at the end of the day. Reasonable effort will be made to leave all unnecessary tools at the highway garage at the end of the workday when possible. If that is not possible – these tools are approved to be taken home in the truck by the Town employee.

2. It may be necessary for part time employees to take home equipment if they have been scheduled to cover a full time employees absence with the approval of the Highway Superintendent. It may also be necessary for part time employees to take home equipment during special weather events such as extended duration storms to allow the employees to rest, change wet clothing or get food and water so they can continue to work on roads with the least amount of down time to the department.
3. Under specific circumstances defined by the Highway Superintendent, full time employees may be required and allowed to take home equipment other than a pickup truck. This equipment includes, but is not limited to, a wheel loader, backhoe and large plow truck. These circumstances could include times when the town requires employees to work beyond normal scheduled hours or when employees will not have a reasonable amount of time off between shifts and occasions when severe or potentially problematic weather is forecasted. During these situations, the Highway Superintendent may request full time employees to pre-emptively take equipment home.

### PERMISSIONS

Permission for (1), (2) and (3) is obtained by the full or part time employee from the acting Highway Superintendent. In the absence of the Superintendent, the acting Foreman can grant such permission.

Under all circumstances, only employees who live in the Town of Leyden will be authorized to take equipment home unless written authorization is given by the Select Board for an employee who does not live in town.

Under no circumstances will any Town-owned equipment be used for any personal projects or use.