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M. Renée Cahoon
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Board of Commissioners Policy

Vehicle Use Policy

(Adoption Date: August 2, 1995)
(Updated: August 1998)
(Updated: June 4, 2003)
(Updated: May 4, 2022)

Employees/Officials Only May Operate

Only Town employees and elected officials of the Town are authorized to operate Town vehicles. Members of the Nags Head Volunteer Fire Department may do so in training and emergency situations only. NEST representatives are authorized by agreement to operate their designated ATV.

Valid Operators Permit Required

It shall be required for anyone operating Town-owned vehicles or equipment to have a current, valid operator's license.

Age Requirement to Operate Vehicles/Equipment

All authorized vehicle and equipment operators of the Town, be they regular, part time, temporary (seasonal), elected or volunteer, shall be 18 years or older to operate any Town-owned equipment. Such equipment shall include, but not be limited to, vehicles, ATV's, jet skis, trailers, boats, etc.

Town Business Only

Town vehicles and equipment shall be used for Town purposes only. They are not to be used for personal business. For those individuals assigned vehicles for commuting purposes, they may make incidental but not habitual stops while commuting. These individuals who take Town vehicles home shall see that the vehicle is made available for Town use during any period of vacation or other extended leave. Town vehicles shall not be used for the transport of personal property.

Safety

Every authorized operator of Town owned vehicles or equipment has an obligation to adhere to safe driving practices. All federal, state and local laws governing vehicles and public roads will be adhered to. Any citation issued to a Town employee while operating a Town owned vehicle will be reported to the Department Head within 48 hours.

Authorized Passengers Only

Only authorized persons are to be transported in Town owned vehicles. This includes Town employees, elected officials, elected officials from other agencies, employees of other governmental agencies, members of Town boards and committees, members of the Nags Head Volunteer Fire Department during approved training, and approved Public Safety ride-alongs with liability waiver on file. The only exceptions are emergency situations.

Accidents

Any accident involving a Town owned vehicle or equipment will be reported immediately to a supervisor and as soon as practical to the Town Managers Office (within 24 hours or next business day). If you are involved in an accident in a Town vehicle, stop immediately, alert other drivers to any hazard, contact the police, make no admission of fault to anyone, be courteous but do not discuss the particulars with anyone except the police, exchange name and insurance information with other drivers, write down license numbers of all vehicles involved, obtain witness information, do not move the vehicle until instructed by the police. It is the responsibility of the supervisor to complete and transmit the accident report. Failure of an employee to report an accident, no matter how minor, may be grounds for disciplinary action.

Inclement Weather

Town vehicles shall burn headlights during periods of inclement weather. Individuals required to drive a Town vehicle home but not required to remain in Town during an evacuation are permitted to drive such vehicles out of the evacuation area so that they may return as soon as possible to begin disaster recovery efforts. While out of the evacuation area, all Town policies regarding vehicle use will be applied.

Employees will avoid driving all Town vehicles through high water entirely. Driving through high water is not only dangerous but is damaging to the vehicle. There is no way to pre-treat a vehicle for water damage but there are steps to take if driving through high water is unavoidable.

In the performance of their duties, employees may encounter driving through high water in the following emergency, unavoidable situations:

- Public safety employees in emergency response or emergency call dependent operations
- If the Town is in disaster recovery mode and the damage assessment team has been deployed

A Town vehicle that has encountered high water will immediately be reported and driven through the Town car wash after the incident. After each event it will be thoroughly rinsed and washed with soap and water. Supervisors will perform a vehicle inspection for damage and mechanical issues after high-water exposure.

In the event the vehicle stalls while crossing high water, do not try to restart the vehicle. Call your supervisor for assistance.

Tobacco Products Banned

No tobacco product use is allowed in any Town owned vehicle at any time. This ban includes smoking, chewing tobacco, snuff, etc.

Assigned Vehicles/Vehicle Use

The Town Manager may assign vehicles to employees for commuting purposes when there is an interest of the Town to do so for purposes of improved response time, preparedness, on-call status, etc. An Administrative policy will address those assignments.