

BY HIS HONOR

WILLIAM M. MANZI, III  
MAYOR

EXECUTIVE ORDER NO. 013-2008

ORDER ESTABLISHING A CITY-OWNED VEHICLE POLICY

WHEREAS, The City of Methuen is committed insuring that city-owned vehicles are used responsibly and efficiently;

NOW, THEREFORE, I, William M. Manzi, III, Mayor of The City of Methuen, by virtue of the authority vested in me as Chief Executive Officer hereby establish a city-owned vehicle policy and Order as follows:

1. City of Methuen personnel, approved by the Mayor, who are assigned take home city-owned vehicles may park their vehicles at their place of residence at the end of each work day, provided that their place of residence is within 10 miles of the City limits. All other vehicles will remain on designated City property after working hours.
2. The Mayor shall receive monthly, an analysis of the total amount of gasoline used and the mileage used by each city-owned vehicle.
3. All vehicles owned by the City of Methuen shall be lettered with the City of Methuen seal, as well as having municipal plates. All undercover, unmarked and surveillance public safety vehicles are not required to be lettered and may have standard plates.
4. City-owned vehicles assigned to approved personnel shall only use these vehicles while on official City business. Under no circumstances shall a city-owned vehicle be used for personal or private uses. No city-owned vehicle shall be taken on vacation by any employee. Only approved individuals shall operate said vehicles in carrying out their official City duties.
5. All assigned personnel shall show due diligence in regard to minimizing travel to and from job sites and shall not leave vehicles idling.

6. Misuse of a City-owned vehicle or any violation of this policy by any employee of the City of Methuen shall be just cause for discipline up to and including dismissal of said employee.

Given this \_\_\_\_ day of May, 2008.

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William M. Manzi, III.  
Mayor