

A RESOLUTION OF THE BOROUGH OF CATASAUQUA, LEHIGH COUNTY, PENNSYLVANIA, ESTABLISHING A POLICY FOR THE PERSONAL USE OF BOROUGH VEHICLES.

WHEREAS, the Borough of Catasauqua authorizes certain employees to take Borough owned vehicles home when they are off duty; and

WHEREAS, this authorization is to allow them to respond to an incident or call out more promptly without having to use their personal vehicles; and

WHEREAS, the Internal Revenue Code provides that personal use of an employer owned vehicle is a taxable fringe benefit and that a log must be kept of all authorized personal use of Borough vehicles.

BE IT RESOLVED by the Council of the Borough of Catasauqua, County of Lehigh and Commonwealth of Pennsylvania:

SECTION 1. That it is the policy of the Borough of Catasauqua that the personal use of Borough vehicles is prohibited.

SECTION 2. That deviations from this policy may be granted by the President of Borough Council upon request by an employee authorized to take a vehicle home with him or herself.

SECTION 3. That any employee who wishes to use a Borough vehicle for personal use must request said use on each occasion where the personal use will be desired.

SECTION 4. If personal use of a vehicle is granted as an exception to this Policy, the employee is required to keep a log of all use and provide a copy of the mileage on a Borough provided form, to the Borough Treasurer, within ten (10) days of the authorized use.

SECTION 5. Violation of this Policy will be subject to disciplinary action, up to and including termination of employment and the revocation of any future authorization of taking a Borough vehicle home.

ADOPTED AND APPROVED this day of , 2017.

BOROUGH OF CATASAUQUA

BY: _____
Vincent P. Smith
Council President

ATTEST: _____
Eugene L. Goldfeder
Borough Secretary

APPROVED this day of , 2017 BY: _____
Barbara A. Schlegel
Mayor