

**F. VEHICLE USAGE**---All vehicles and related equipment of the Town of New Lisbon are owned and maintained for the purpose of conducting official business of the Town. Said vehicles and equipment may not be used for the personal use or private gain of any Official or Employee, nor for any other purpose which is not in the general public interest. No Official or Employee will be permitted to operate any Town owned, leased, controlled or operated vehicle until the Department Head has determined that the Employee meets the criteria established for such operation.

1. Town vehicles must always be operated in a safe and responsible manner and in compliance with all applicable traffic laws in effect. In the event of an accident, an accident report must be filed with the Town Supervisor by the Department Head as soon as is possible, at least within twenty-four hours.