

**RESOLUTION NO. 2026-002  
VILLAGE OF CALEDONIA**

**A RESOLUTION APPROVING A USE OF VILLAGE VEHICLES POLICY**

The Village Board for the Village of Caledonia, Racine County, WI do resolve as follows:

**WHEREAS**, the Village of Caledonia is reviewing Personnel Manual policies to ensure consistency and legal compliance; and,

**WHEREAS**, there is not currently a Use of Village Vehicles Policy;

**WHEREAS**, the Village is interested in enforcing such policy and has drafted a Use of Village Vehicles Policy, which is attached as Exhibit A; and

**NOW, THEREFORE, BE IT RESOLVED** by the Village Board of the Village of Caledonia that the Use of Village Vehicles Policy is approved and will go into effect as of January 13, 2026.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this 13 day of January, 2026.

**VILLAGE OF CALEDONIA**

By: Thomas R Weatherston  
Thomas Weatherston  
Village President

Attest: Jennifer Bass  
Jennifer Bass  
Village Clerk



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## Use of Village Vehicles Policy

### Purpose

The purpose of this policy is to ensure the safety of employees who drive Village vehicles and the public, and to provide guidance on the proper use of Village vehicles. The Village of Caledonia expects employees to drive in a safe and courteous manner, and to drive defensively to prevent injuries and property damage, following all motor vehicle laws as well as the following safety rules.

This policy applies to all Village of Caledonia employees except for the Police Department and the Fire Departments who have policies separately that supersede the information listed below. If anything is not covered in their separate policies, it will default to the policy listed below for guidance.

The Human Resources Department is responsible for general administration of this policy. This policy will be reviewed as needed to ensure accuracy.

### Policy

Some employees will be provided with a Village vehicle as part of their job. Employees may not drive any Village vehicles without prior approval of their supervisor. Employees will not be allowed to operate personal vehicles on Village business without prior approval.

Prior to approving a driver and periodically thereafter, the Human Resources Department may check the employee's driving record. Use of Village vehicles is strictly limited to Village business purposes. Village vehicles may not be used for personal purposes. Non-employees and non-Village passengers (i.e. family members and friends) are prohibited from riding in or driving vehicles being operated for Village purposes without prior approval of your supervisor.

Employees approved to drive on Village business are required to inform their supervisor immediately of any changes that may affect either their legal or physical ability to drive or their continued insurability.

Employees holding jobs requiring regular driving for business as an essential job function must, as a condition of employment, be able to always meet the Driver Criteria of this policy.

### Driver Criteria & Administration

Motor vehicle records will be obtained on all drivers upon employment and as needed each year. A driving record that fails to meet the criteria stated in this policy or is in violation of this policy will result in a loss of the privilege of driving a Village vehicle.

Employees must have a valid and current driver's license to operate a Village vehicle or a personal vehicle while on Village business.

Personal vehicles used for Village business must have appropriate insurance coverage. Personal auto insurance is the sole responsibility of the employee. If a personal vehicle is used, the employee takes all responsibility for insurance.

Employees are expected to drive in a safe and responsible manner and to maintain a good driving record. The Human Resources Department is responsible for reviewing records, including accidents, moving violations, etc., to determine if an employee's driving record indicates a pattern of unsafe or irresponsible driving, and to make a recommendation to Administration for suspension or revocation of driving privileges.

Criteria that may indicate an unacceptable record includes, but is not limited to:

- Three or more moving violations\* in a year
- Three or more chargeable accidents within a year. Chargeable means that the driver is determined to be the primary cause of the accident through speeding, inattention, etc. Contributing factors, such as weather or mechanical problems, will be taken into consideration.
- Any combination of accidents and/or moving violations.

*\* Violations include any ticket, charge, or other law enforcement proceeding relating to these, as well as independent evidence of violations deemed relevant by the Public Works and Human Resources Departments.*

Any employee who has a driver's license revoked or suspended shall immediately notify the Human Resources Department and their immediate supervisor by 9 a.m. central time the next business day and **immediately discontinue operation of the Village vehicle**. Failure to do so may result in disciplinary action, including termination of employment.

Employees must report any theft or damage involving a vehicle being driven on Village business, regardless of the extent of the damage, to the Human Resources Department. Such reports must be made as soon as possible, but no later than twenty-four (24) hours after the incident or damage is discovered.

Drivers must report all ticket violations received during the operation of a Village vehicle, or while driving a personal vehicle on Village business\*, within 48 hours to the Human Resources department. Employees are responsible for and required to pay any citations or fines incurred while operating a vehicle on Village business. If an employee fails to do so, resulting in a charge to the Village related to the same, the employee will be subject to discipline up to and including discharge. The Village is not responsible for any traffic violations, parking tickets, or any other citations incurred by an employee while operating a Village vehicle or a vehicle on Village business.

### **Driver Safety Rules**

While operating a personal vehicle on Village business, or when operating a Village vehicle, employees must comply with the additional following requirements:

- 'Side trips' or personal use of Village vehicles is prohibited.
- Seat belts/shoulder harness must be worn by the driver and passenger(s) whenever the vehicle is in motion.

- All loads transported must be secured and fall within the weight limits posted in each vehicle.
- Smoking or vaping is not allowed in Village vehicles.
- No headphones or earbuds are allowed to be worn while operating a Village vehicle.
- All local and state traffic laws, regulations and signs must be followed.
- No unauthorized riders (hitchhikers, etc.) are allowed.
- No pets are allowed in vehicles.

Driving on Village business and/or driving a Village vehicle while under the influence of illegal drugs or alcohol is prohibited and will result in termination of employment.

No driver shall operate a Village vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.

Drivers are responsible for the security of assigned Village vehicles. Whenever the vehicle is left unattended, the vehicle engine must be shut off, ignition keys removed, and vehicle doors locked.

### **Cellular Devices While Driving**

Village employees are expected to adhere to all federal, state and local driving laws including those regarding the use of cell phones or other electronic devices while driving. If an employee needs to make or receive a phone call or if the employee needs to use another electronic device while driving on Village business, whether in a Village vehicle or the employee's personal vehicle, the employee must locate a lawfully designated area to park and make or receive the call, or use the hands-free option if it is available.

Employees may glance or listen to a cell phone as a navigational device as long as it is secured in a holder that is affixed to the vehicle, but the destination must be programmed into the device either before driving or while stopped in a location off the roadway where it is safe and legal to park. Employees may not drive while wearing headphones or earbuds of any type.

Employees who are charged with traffic violations resulting from the use of their cellular phone or other electronic devices while driving will be solely responsible for all liability that results from such actions.

The restrictions on the use of cell phones or similar device use while driving includes receiving or placing calls, text messaging, surfing the Internet, accessing any applications on the phone, receiving or responding to email, or checking for phone messages while driving on Village business whether in a personal vehicle or one owned by the Village.

Failure to adhere to these rules may result in disciplinary action up to and including termination.

### **Accident Procedures**

All accidents in Village vehicles, regardless of severity, must be reported to the Police and to the Human Resources Department. Accidents are to be reported immediately

(from the scene, during the same day, or as soon as practicable if immediate or same day reporting is not possible). In an attempt to minimize the results of an accident, the driver must prevent further damage or injuries and obtain all pertinent information and report it accurately.

- Call for medical aid if necessary.
- Call the Police. All accidents, regardless of severity, must be reported to the Police.
- Record the names and addresses, phone numbers and license numbers of the driver, witnesses and occupants of the other vehicles and any medical personnel who may arrive at the scene.
- Collect insurance company information from the other driver.
- Take photos of the incident and documents.
- Do not discuss the accident with anyone at the scene except the Police. Do not accept any responsibility for the accident. Don't argue with anyone.
- Provide the other party with your name, address, driver's license number and insurance information.
- Immediately report the accident to the Human Resources Department. Provide a copy of the accident report and/or your written description of the accident to the Human Resources Department and your immediate supervisor as soon as possible.

Individuals who are involved in an accident on Village business are required to submit for immediate drug/alcohol testing.

There will be a formal accident review conducted on each accident to determine the cause and how the accident could have been prevented.

Accidents in personal vehicles while on Village business must follow these same accident procedures.

Accidents resulting in an employee's personal injury must be reported to CVMIC for worker's compensation purposes. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, up to and including termination of employment.