



TOWN OF TRURO

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POLICY MEMORANDUM #43

Date: Adopted January 19, 2010; Revised November 14, 2017; rev September 13, 2022

**This policy was revised at the September 13, 2022 Select Board meeting solely to reflect the titles used in the Town Charter for the Town Manager and Select Board and to modify language to be gender neutral. No changes were made to the content of the Policy at that meeting.*

Subject: **VEHICLE MAINTENANCE AND REPLACEMENT**

Vehicles of the Town of Truro shall be maintained at a safe operating level to ensure the overall efficiency of the department and the safety of the employees who operate them. As such, vehicles will be recommended to be replaced as warranted. In an effort to prepare financially for foreseeable replacements, department heads, in coordination with the Town Manager, should propose an estimated replacement schedule for vehicles needing replacement in the five subsequent years in the Capital Improvement Plan each year.

When a Department Head deems that a vehicle should be replaced, the following steps shall be followed:

- a. The Department Head or his designee shall request that the mechanic assigned to the DPW examine the vehicle and complete the Vehicle Service Check Form. The mechanic should consider the safety of the vehicle, as well as whether repairs to the vehicle would be economical, in conference with the Director of Public Works. The mechanic may report the following:
 1. The vehicle is safe to continue in service.
 2. The vehicle should be removed from service until repaired.
 3. The vehicle should be replaced but may continue in service.
 4. The vehicle should be replaced and should be removed from service.
- b. The Department Head shall then review and sign the inspection form.
- c. The form will then be available for review upon the Department Head's request for additional funding for repairs or for a replacement vehicle.



Kristen Reed, Chair



John Dundas, Clerk



Robert Weinstein, Vice-Chair



Susan Areson



Stephanie Rein
Select Board
Town of Truro