



Town of Chester Town property Policy

Last Updated: 12/22/2025

Approved: 7/9/26

Town Property and Equipment

Employees are expected to use proper care when using the Town's property and equipment. No property or equipment may be removed from the Town premises and/or used for personal purposes. If Town property is lost, broken or damaged, it must be reported to the department head and the Town Administrator, or designee at once.

Town Vehicles

Operators of Town vehicles are responsible for maintaining a current Massachusetts driver's license with the appropriate endorsements and for the safe operation and cleanliness of the vehicle. THERE IS ABSOLUTELY NO SMOKING OR ALCOHOL ALLOWED IN TOWN OWNED VEHICLES

Accidents and moving violations involving a Town vehicle must be reported to the Selectboard, the department head, and Town Administrator, immediately. For reasons of objectivity, accidents within the Town of Chester limits should be investigated by the State police.

Employees are responsible for any moving violation and fines that may be imposed when they are operating a Town vehicle.

Town vehicles may only be used for job-related travel. Personal use of any Town vehicle is prohibited. No Town employee may use any electronic communications equipment while operating a Town vehicle, including Bluetooth or other hands-free cell phone equipment. The use of seat belts is mandatory for operators and passengers of Town vehicles.

Highway Department vehicles may be brought home by any Highway Department employee who is on call for emergencies.

Police Cruisers may only be taken to private residents of officers upon authorization of the Police Chief.

CMELD vehicles may be brought home by any CMELD employee who is on call for emergencies.

Uniforms

Those employees who are required to wear uniforms will be provided by the Town. The Highway department employees will be provided with uniforms from a uniform company as designated by the Town and will be allowed a \$150.00 boot allowance per year. Police Officers will be given a \$150.00 uniform allowance per year with the decision of what types of uniforms purchased by the Chief of Police. CMELD employees will be allowed a \$150.00 boot allowance per year.

Print Name:

Signature:

Position:

Date: