



**CITY OF SOMERVILLE, MASSACHUSETTS**  
**KATJANA BALLANTYNE**  
**MAYOR**

**City of Somerville**  
**Vehicle Take-Home and Fueling Policy**

**I. Purpose**

The purpose of this policy is to establish clear and consistent guidelines governing the use of City-owned vehicles by municipal employees. The intent is to ensure operational accountability, manage liability exposure, and control costs associated with the non-essential or unauthorized use of City vehicles and fuel resources.

**II. Scope**

This policy applies to all City of Somerville employees, except those granted written exemption by the Mayor, as outlined in Section V.

**III. Policy Statement**

City vehicles are municipal assets intended exclusively for official City business. Use of these vehicles for personal activities including commuting to and from work is strictly prohibited unless expressly authorized under this policy. Compliance with these standards is essential to maintaining public trust, ensuring employee accountability, and safeguarding public resources.

**IV. General Provisions**

**1. Vehicle Use Limitation**

- City vehicles may only be used during work hours and for the execution of official City duties.
- Vehicles must be returned to the designated City facility or lot at the end of each workday unless otherwise authorized.

**2. Prohibited Use**

- Personal use of City vehicles is strictly prohibited. Under no circumstances shall City vehicles be used for personal errands, commuting, or non-City business.

- Transporting family members, friends or non-City personnel in City vehicles is not allowed.

### **3. Fueling City Vehicles**

- Use of the City of Somerville gas pump station is strictly limited to authorized City-owned vehicles.
- The use of City fuel for private or non-City vehicles is strictly prohibited unless authorized in writing pursuant to Section V., below, or applicable collective bargaining agreement. Unauthorized use of City fuel for private or non-City vehicles may result in disciplinary action, up to and including termination.

### **4. Liability**

- Employees found to be in violation of this policy may be subject to disciplinary action, up to and including termination, and may be held personally liable for damages incurred during unauthorized use.

## **V. Exemptions**

The following positions are eligible for exemption from this policy, due to their roles requiring 24/7 emergency response capability and consistent on-call status:

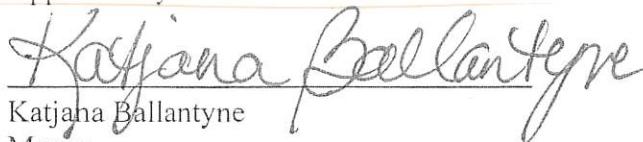
- City of Somerville Fire Chief
- City of Somerville Police Chief

**Any further exemption from the Vehicle Take-Home and Fueling Policy must be explicitly authorized in writing by the Mayor.** No additional employee shall be granted take-home vehicle privileges without such authorization.

## **VI. Review and Revisions**

This policy should be reviewed and updated as necessary to reflect changes in operations, legal requirements, or fiscal priorities.

Approved by:

  
Katjana Ballantyne  
Mayor

7-3-2025  
Date