



Newtown Township Policy

Title: Prohibiting Smoking and Tobacco use in Township Vehicles Policy

Policy: 2015-03	Replaces: New Policy	Issue Date: April 14, 2015
Section: VEHICLE	Distribution: ALL EMPLOYEES	Effective Date: April 15, 2015
Chapter: TBD	Issued By: Board of Supervisors	Review Date: April of 2017

Purpose:

The purpose of this policy is to give Staff, Volunteers and Elected Official using Township Vehicles guidance in maintaining vehicles for all users.

The Township believes that vehicles owned by the Township should be maintained and cared for in a way that would allow the vehicle to be used by any person designated by the Board of Supervisors, or Staff members designated to do so.

Definitions:

Township Vehicle – any vehicle which the Township holds title, leases, rents or insures.

Tobacco use – includes but is not limited to smoking and chewing.

Policy:

Any individual using a Township Vehicle shall not use tobacco in any form while in the Township vehicle nor allow anyone in the vehicle to use tobacco while they are responsible for the vehicle.

Procedures:

All tobacco use must be eliminated before entering a Township vehicle.

Responsibilities:

All users of Township vehicles must comply.

The enforcement of the policy is by all township employees, departmental supervisors, and/or the Township Manager.