



The Commonwealth of Massachusetts  
Office of the Inspector General

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INSPECTOR GENERAL

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Dear Public Official:

It has come to the attention of this office that certain municipal employees in your jurisdiction are allowed to take home municipally owned vehicles. Although each municipality is free to decide if certain municipal employees should be allowed to take municipal vehicles home, this office believes that policies should be in place that strictly govern the use of these vehicles.

In December 2004, this office released the *Guide to Administering and Complying with Vehicle Management Policies*. This office created the guide to serve as a resource for municipalities that need to develop policies for fleet administration or those that wish to re-examine their current policies. The *Guide* can be downloaded on our website at [www.mass.gov/ig/publ/vmadv.pdf](http://www.mass.gov/ig/publ/vmadv.pdf).

This office recommends that your vehicle usage policies be re-examined or if policies do not exist, that your municipality create policies to govern the use of municipal vehicles. Adequate policies governing the use of vehicles and fleet administration is the first step in preventing the misuse of municipal vehicles and helps to ensure that public funds are being spent wisely.

Operating a municipal vehicle is a privilege and should be treated as such. Misuse of this privilege should not be tolerated by municipal officials. If you have any questions or need assistance in reviewing or creating vehicle usage policies, do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Gregory W. Sullivan".

Gregory W. Sullivan  
Inspector General