

Town of Nags Head
Post Office Box 99
Nags Head, NC 27959
Telephone 252-441-5508
Fax 252-441-0776
www.nagsheadnc.gov



Greg L Sparks
Interim Town Manager

Administrative Policy

Assignment of Town Vehicles

The Town of Nags Head has a written policy on the proper use of town vehicles. However, decisions regarding who is allowed to use a town vehicle and under what conditions have been made incrementally on a case by case basis and over time. Examples of such decisions include:

- 1) Assigning a town vehicle to sanitation employees living in Currituck County to ensure dependable transportation to work. Continue use of current sanitation employee driving to and from Plymouth, but to discontinue when that employee leaves Town employment.
- 2) Allowing police officers living in Dare County to use a town vehicle to drive to and from work.
- 3) Allowing police officers living in Currituck County to use a Town vehicle to drive to and from work, up to 30 miles from Town limits (one-way).
- 34) Allowing the water distribution employee who is on call to use a vehicle.
- 5) Town vehicles are not allowed to drive south of Marc Basnight Bridge due to proliferation of saltwater on the roadways.

All properly trained town employees may use a town vehicle at the discretion of the department head.

The following positions are authorized by the town manager to maintain their assigned town vehicle at their residence, while not at work in order to facilitate a call back response.

Public Works

Public Works Director
Facilities/Sanitation
Superintendent

Public Safety

Police Chief
Deputy Police Chief
Police Officers living in Dare County and Currituck County
Fire Chief
Deputy Fire Chief
Sr. Fire Captain – absence of Fire Chief and Dep. Fire Chief
Ocean Rescue Captain living in Dare County
Ocean Rescue Supervisor (when on-call) living in Dare County

In the event that an employee with an assigned vehicle is to be off work for any reason (vacation, ill...), the town vehicle is to be stored on town property.