

RUSH TOWNSHIP, SCHUYLKILL COUNTY
COMMONWEALTH OF PENNSYLVANIA

RESOLUTION NO. 2026-14

WHEREAS, certain employees of Rush Township, because of their job responsibilities or personal circumstances, have been and will be authorized by the Rush Township Board of Supervisors, both on a regular basis and occasionally, to drive Rush Township-owned vehicles back and forth from their place of residence before and after their work shift, or on a work-related excursion that involves leaving the boundaries of Rush Township either during or before or after their work shift, or during lunch breaks; and

WHEREAS, the Rush Township Board of Supervisors desire to establish a Policy which Rush Township employees must follow when authorized to drive Rush Township-owned vehicles back and forth from their place of residence before and after their work shift, or on a work-related excursion that involves leaving the boundaries of Rush Township either during or before or after their work shift, or during lunch breaks;

NOW, THEREFORE, be it RESOLVED that:

-the following numbered paragraphs of this Resolution shall be followed and obeyed by all Rush Township employees who are authorized to drive Rush Township-owned vehicles back and forth from their place of residence before and after their work shift, or on a work-related excursion that involves leaving the boundaries of Rush Township either during or before or after their work shift, or during lunch breaks (Rush Township Police Officers may disregard any numbered paragraph of this Resolution that is inconsistent with the proper performance of their duties during a work shift);

-all Rush Township employees so authorized shall sign an Acknowledgment of Receipt of Resolution No. 2026-12, the form of which is attached to this Resolution, which shall be retained in their personnel file, certifying and affirming that they have received a copy of this Resolution, have reviewed the provisions of this Resolution, and that they have been given the opportunity to ask questions to clarify any part of this Resolution that they found confusing; and

-any Rush Township employee who violates any part, provision or paragraph of this Resolution is subject to discipline ranging from a written warning, to revocation of the privilege of using a Rush Township vehicle in the ways stated above, to termination, or to any other form of discipline that the Rush Township Board of Supervisors deems appropriate, all in the discretion of the Rush Township Board of Supervisors (in other words there is no required step-by-step approach).

BE IT FURTHER RESOLVED that authorized Rush Township employees are required to:

1. Maintain a valid driver's license to drive in the Commonwealth of Pennsylvania;
2. Where a seat belt during operation of the vehicle;

3. Obey all traffic laws, including but not limited to speed limits, and criminal laws, of the Commonwealth of Pennsylvania;
4. Display courtesy to fellow drivers;
5. Refrain from operating a cell phone, Smartphone, tablet or similar electronic device while operating the vehicle, connections through a Bluetooth or controls on the steering wheel excluded;
6. Refrain from texting, reading text messages, emailing, or reading emails while driving;
7. Lock the vehicle and carry the keys on your person or secure the keys in a structure when the vehicle is left unattended;
8. Refrain from allowing any other person, including but not limited to a spouse, a significant other, a friend, or a family member, to operate the vehicle;
9. Refrain from allowing any other person, including but not limited to a spouse, a significant other, a friend, or a family member, to ride as a passenger in the vehicle (except other Rush Township employees during their work shift or Rush Township Supervisors may ride as passengers);
10. Report any accident to the Rush Township Secretary or to a Rush Township Supervisor at the first reasonable opportunity, and reasonably ensure all information relating to an accident, such as another driver's name, address, phone number and vehicle information, is obtained;
11. Refrain from using the vehicle for personal errands or non-business uses (except lunch breaks during work shifts);
12. Refrain from leaving the boundaries of Rush Township with the vehicle except for travel to and from your place of residence or on an authorized excursion;
13. Refrain from consuming alcohol while operating the vehicle, or transporting alcohol in the vehicle;
14. Report any malfunction of, or mechanical issue relating to, the vehicle to the Rush Township Secretary or a Rush Township Supervisor at the first reasonable opportunity;
15. Keep the vehicle in reasonably clean condition;
16. Ensure that the vehicle's windows are always clean and free from snow or frost prior to operation;

17. Refrain from adding or removing any installed equipment;

RESOLVED and ADOPTED this 18th day of June, 2026.

ATTEST:

Kayla Mickalowski
Secretary

RUSH TOWNSHIP
BOARD OF SUPERVISORS

Edward Titus
James M Stewart
Dr. Schul

ACKNOWLEDGMENT OF RECEIPT OF RESOLUTION 2026-14

I, _____, hereby certify and affirm that I have received a copy of Rush Township Resolution No. 2026-14 relating to use of Rush Township vehicles, that I have reviewed and read the provisions of said Resolution, and that I have had the opportunity to ask any clarifying questions relating to said Resolution.

Date

Signature