

TOWN OF OSWEGO

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Oswego, New York 13126
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Supervisor: Richard E. Kaulfuss

Town Board Members:

Greg Herrmann, Margaret Mahaney, Victoria Mullen, Richard Tesoriero

Attorney to the Board: Kevin C. Caraccioli

Highway Department Equipment, Tool, and Material Policy

All equipment, tools and materials, (including consumables) purchased by the Town of Oswego shall only be used for the repair and maintenance of Town owned property. This "property" shall include, but not be limited to roads, (including the 'right of way'), culverts, bridges, guiderails, vehicles and equipment, buildings and grounds and any other similar property.

Any consumable material, including but not limited to Gasoline, Diesel fuel, motor oil, hydraulic/gear/transmission fluid, grease, windshield washer fluid, coolant, welding gasses or other similar item shall only be used in vehicles and equipment owned by the Town of Oswego, and in no circumstance shall be used for an employee, employee's family member or friend, or other person. Cleaning products such as soaps, de-greasers, and rust inhibitors are also purchased for Town owned equipment and property only. Tools or other items such as wrenches, screwdrivers, hammers shall also be included, except these (non-consumable items only) may be used by an employee in extreme circumstances with permission of the Highway Superintendent.

This policy has been adopted for use March 13, 2018.

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I have been given a copy of the above named policy. I have read and understand the policy. I have been offered the opportunity to ask questions related to this policy.

Employee Name (please print): _____

Employee Signature: _____

Date: _____