

**Policy Title: Municipal Vehicles & Equipment**

**Policy # C-001**

**ADMINISTRATIVE PROCEDURES**

**Effective Date: September 21, 2010**

**Date approved by Municipal Manager: September 21, 2010**

**Scope**

These administrative procedures shall apply to all vehicles and mobile equipment under the ownership or control of the Municipality, and to all drivers and operators of such vehicles and equipment.

**Responsibility**

The Public Works Manager is responsible for the supervision and management of the Municipality's vehicles and equipment including, but not limited to, the following:

1. ensuring vehicle and equipment maintenance is current and properly documented by each of responsible Director;
2. maintaining a vehicle and mobile equipment recapitalization schedule; and
3. disposing of surplus vehicles and equipment in accordance with applicable Council policy.

**Vehicle and equipment operation**

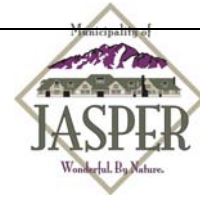
Municipal vehicles and equipment are valuable assets. Every operator of municipal vehicles or mobile equipment shall do so safely, responsibly and within the parameters set by legislation and workplace procedures.

**Operators' responsibilities**

1. Operators share responsibility for vehicle and equipment maintenance and shall ensure maintenance standards are upheld and deficiencies reported.
2. Operators shall at all times lock unattended vehicles and equipment.
3. Operators shall familiarize themselves with the Municipality's vehicle idling bylaw.

**Use of municipal vehicles and mobile equipment**

1. Municipal vehicles and mobile equipment are not available for personal use.
2. Municipal vehicles are not available for use by non-profit organizations.
3. Municipal mobile equipment may be used to assist local non-profit organizations by authorization of the Director responsible for such equipment. All such use shall be recorded and reported in the responsible Director's operational reports to Council.



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4. Those employees who require Municipal vehicles to carry out their duties and who are called upon to work outside of their scheduled hours of work as part of their normal workplace responsibilities, may park their municipal vehicle at their residence outside of working hours.
5. The Fire Chief, Deputy Fire Chief, Chief Bylaw Enforcement Officer, and Bylaw Enforcement Officers are permitted and expected to use their municipal vehicles on a day to day basis in town while on call, in order to be immediately available to respond to emergencies. Payment of any taxes on the taxable benefit of such vehicle use reported on T4s is the responsibility of the employee.

**Volunteers**

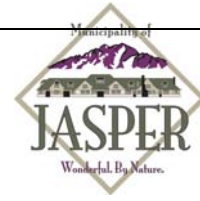
1. A volunteer, including a volunteer firefighter, may be authorized by a Director to operate municipal vehicles or mobile equipment on receipt of a satisfactory driver's abstract. Driving privileges shall not be extended to a volunteer with a driving record the responsible Director deems unsatisfactory.
2. Volunteers operating municipal vehicles shall be subject to the same conditions and responsibilities as are municipal employees.

**Councilors**

1. Councilors are authorized to operate such municipal vehicles as are designated for their use by the Municipal Manager.
2. Councilors operating municipal vehicles shall be subject to the same conditions and responsibilities as are municipal employees.

**General**

1. Directors shall be responsible for the supervision, maintenance, and scheduling of vehicles operating in their department. Maintenance includes:
  - a. ensuring operators undertake daily circle checks;
  - b. ensuring preventive maintenance is kept current;
  - c. ensuring vehicles are kept clean; and
  - d) maintaining current and complete maintenance documentation.
2. Employees required to operate municipal vehicles shall provide a photocopy of their drivers licence to Human Resources at the time of hire. A Director may require a driver's abstract.
2. Operators are required to notify the Municipal Manager immediately upon receipt of any violation tickets resulting from their operation of municipal vehicles. Operators are



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personally responsible for payment of any fines or court costs resulting from their operation of municipal vehicles.

3. The Director of Finance and Administration shall maintain a vehicle and mobile equipment inventory list and shall ensure all vehicles are adequately insured.

**Procurement**

1. Vehicle and mobile equipment purchases are subject to Policy B-009 – Fiscal and Financial Control.
2. Specifications, including desired vehicle type, accessories, and equipment, will be determined by the Director of the department where the vehicle is to be used.
3. The Public Works Manager will issue tenders.
4. All municipal vehicles purchased after January, 2003 shall be white in colour, with the exception of firefighting equipment which shall be red and white. Leased vehicles shall be white where possible.

**Training**

1. The Municipal Manager shall ensure that only trained, qualified and authorized personnel shall operate municipal vehicles and mobile equipment.
2. Contributions by the employer towards staff training costs shall be in accordance with the CUPE local 1458 collective agreement and Council policy on training.

**Fuel Credit Cards**

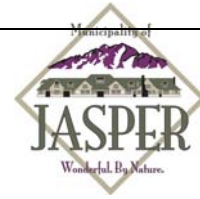
1. The Public Works Manager shall obtain a fuel credit card for each vehicle and piece of mobile equipment.
2. Credit cards shall be used only in respect of the vehicle to which they are assigned.
3. Operators authorized to purchase fuel by credit card shall be assigned an identification and pin number.
4. Operators shall record the km reading at time of the fill up. Failure to record km readings may result in loss of driving privileges.

**Operator's License Suspensions**

1. All employees required to operate municipal vehicles as part of their job shall maintain a valid and current operator license. In the event their operator's license is suspended for any reason, such employees shall immediately notify their department Director.

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2. In the case of an employee whose license has been suspended for any reason other than a medical reason, and who is required to operate municipal vehicles as part of their job:
  - a) for a first licence suspension and up to a period of one year, the Municipal Manager may offer the employee a position, subject to availability, where he or she will not be required to operate a municipal vehicle or municipal mobile equipment. In such a case, the employee shall be paid the job rate designated for that position. If a position is not available, the employee will be suspended from work without pay for the remainder of the licence suspension, after which the employee will be entitled to return to his or her original position.
  - b) If a second suspension occurs within three years of the reinstatement of the employee's operator's license following the first suspension, the employee may be dismissed or suspended without pay for a length of time to be determined by the Municipal Manager.
  - c) If the employee receives a third suspension within five years of the date of reinstatement of his or her operator's license following the first suspension, that individual shall be terminated from his or her position with the Municipality.
3. Following a suspension and as a condition of being reinstated to his or her former position, the employee shall at his or her own expense successfully complete a defensive driving course within two months of the reinstatement of their licence if a moving violation caused the suspension. If the suspension was caused by a Criminal Code violation, the employee will obtain appropriate counselling.
4. If an employee operates a Municipal vehicle during a time when their licence is suspended, or has their licence suspended as a result of operating a municipal vehicle, the employee may be dismissed from their position with the Municipality.

**Reporting**

1. All accidents, near misses and vehicle or equipment damage, however caused, shall be reported immediately:
  1. in the case of employees, to their supervisor and the responsible Director;
  2. in the case of volunteers, to the responsible Director; and
  3. in the case of Councilors, to the Municipal Manager.
2. All accidents and near misses shall be reported to the Health and Safety Committee in accordance with established procedures.
3. Complete records shall be maintained documenting all accidents and near misses.