

VILLAGE OF EMPRESS	
Title: Municipal Vehicle Policy	Policy Number:32-01
Effective Date: September 20, 2013	Review Date: October 17, 2019

Use of Municipal Vehicles Policy

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 Foreman or in his absence the Public Works II position 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 employee. Documentation includes:
 - a. maintaining a vehicle and mobile equipment log documenting date, time, odometer reading and vehicle/equipment being serviced;
 - include a description of what maintenance has been performed and by whom
 - b. documenting date, time and odometer reading when vehicle or equipment are fueled
2. 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.

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 ensure that vehicles and equipment are not left to sit idling unnecessarily.

Assignment of Municipal Vehicles for 24 Hour Use (Vehicle Approved for Commuting Purposes)

1. The assignment of vehicles for twenty-four (24) hour use will be made in writing by the CAO, and will only be considered for employees who require a vehicle for the ordinary and necessary discharge of their job functions. Criteria, which will be used in the determination of eligibility for 24-hour vehicle use, include:
 - officially designated on-call status;
 - requirement for frequent emergency availability;
 - issuance of a pager or other communication device;
 - emergency or other equipment contained in the vehicle.

- Operators' responsibilities
2. When commuting, vehicle use is limited to travel to and from the residence and place of work. The vehicle should be driven over the most direct route taking into account road and traffic conditions. The vehicle should not be utilized for travel outside a direct commuting route for personal reasons.

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 CAO. All such use shall be recorded and reported in the Public Works report to Council.
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.

Volunteers

1. A volunteer, including a volunteer firefighter, may be authorized by the CAO 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 CAO deems unsatisfactory.
2. Volunteers operating municipal vehicles shall be subject to the same conditions and responsibilities as are municipal employees.

General

1. Employees shall be responsible for:
 - a. undertaking daily circle checks;
 - b. ensuring preventive maintenance is kept current;
 - c. ensuring vehicles are kept clean inside and out; and
 - d. maintaining current and complete maintenance documentation.
Documentation includes:
 - maintaining a vehicle and mobile equipment log documenting date, time, odometer reading and vehicle/equipment being serviced;
 - include a description of what maintenance has been performed and by whom
2. Each operator fueling a vehicle must record the km reading at time of the fill up. Failure to record km readings may result in loss of driving privileges.
3. Employees required to operate municipal vehicles shall provide a photocopy of their drivers license to CAO at the time of hire, or when requested. The CAO may require a driver's abstract.
4. Operators are required to notify the CAO immediately upon receipt of any violation tickets resulting from their operation of municipal vehicles. Operators are personally responsible for payment of any fines or court costs resulting from their operation of municipal vehicles.
5. The Public Works Foreman or Public Works II and Administration shall maintain a vehicle

and mobile equipment inventory list and shall ensure all vehicles are adequately insured.

Training

1. The CAO 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 Council policy on training.

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 the CAO.
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 license suspension and up to a period of one year, the CAO 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 license 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 CAO.
 - 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 license if a moving violation caused the suspension. If the suspension was caused by a Criminal Code violation, the employee will obtain appropriate counseling.
4. If an employee operates a Municipal vehicle during a time when their license is suspended, or has their license 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 CAO;
 2. in the case of volunteers, to the CAO; and
2. Complete records shall be maintained documenting all accidents and near misses.