

CATEGORY: Public Service  
POLICY #: D.c.002  
OWNER DEPT: Operations  
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REVISED: January 23, 2018

## **TITLE: Town Vehicle Use**

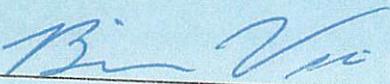
### **POLICY & PROCEDURE**

#### **POLICY STATEMENT:**

*The Town of Slave Lake recognizes that vehicles and equipment are a critical component in the delivery of services to the community and that they require a substantial investment of tax funds. Clear guidelines will be in place to ensure safety and to optimize the value of these assets.*

#### **POLICY OBJECTIVES:**

- a) To provide public service to the community as directed by Council.
- b) To ensure the safety and well-being of Town employees.
- c) To ensure the appropriate use of Town vehicles.
- d) To minimize the Town's exposure to liability.
- e) To comply with Canada Revenue Agency regulations relating to provision of vehicles to employees for personal use.
- f) To promote a positive, progressive image of the Town of Slave Lake.
- g) To maximize the life and usefulness of all Town vehicles

  
CAO, Brian Vance

  
Date:

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### **PROCEDURE**

#### **1.0 Definitions**

##### **1.01 Business Associate:**

An individual doing business with the Town of Slave Lake.

##### **1.02 Employee:**

Any individual employed by the Town of Slave Lake.

##### **1.03 Mechanical Maintenance:**

Most repairs and maintenance are done by the "in-house" mechanic.

Vehicles may from time to time be taken to outside shops (Ex. Warranty work) as deemed necessary by "In-house" mechanic or Director / Superintendent of Operations. Fire department fleet and industrial equipment are excluded from this policy.

##### **1.04 On Call:**

An employee designated by their Senior Manager to be available for after hour's emergency service response to the public and authorized to take Town owned vehicles home. The following employees are designated as being on call.

- a) Fire Chief/Assistant Fire Chief
- b) Fire Duty Officer
- c) On Call Public Works employee.
- d) On Call Utility Operator.
- e) Director of Operations
- f) Utility Lead Hand
- g) Public Works Lead Hand
- h) Senior Utilities Facility Operator
- i) MRC / Parks Supervisor
- j) Any other employee designated by their Senior Manager or the Chief Administrative Officer, to be available for specific hours.

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**1.05 Routine Maintenance:**

Pre-trip and post trip inspections, fluid level checks and cleaning of Town vehicles.

**1.06 Senior Manager:**

Any department director or the Chief Administrative Officer

**1.07 Town:**

The Town of Slave Lake as duly incorporated in the Province of Alberta

**1.08 Town Council:**

Town of Slave Lake Council.

**1.09 Town Vehicle:**

Any vehicle owned by the Town of Slave Lake, ~~including heavy-duty~~ excluding industrial and fire department vehicles that operates on public streets/highways. These are covered by other policies.

**1.10 Vehicle Operator:**

*Anyone approved to operate a Town vehicle.*

## **2.0 Responsibilities**

**2.01 Chief Administrative Officer (CAO) to:**

Ensure policy compliance and when needed, recommend changes to Council.

**2.02 Director of Operations to:**

- a) Manage the Town's fleet of vehicles including additions, replacements, assignments and disposals.
- b) Ensure the ongoing maintenance of all Town vehicles.
- c) Report to the respective Senior Manager any evidence of vehicle damage (accident, abuse or neglect) that occurred while a Town vehicle was in use.
- d) Monitor all matters of vehicles safety & operations.
- e) Monitor and identify training needs in regards to operating vehicles and recommend to Senior Managers implementation of programs.

**2.03 Senior Managers to:**

***"WORKING TOGETHER, BUILDING A BETTER COMMUNITY"***

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Ensure that their department employees are adhering to this policy and have the necessary training for the safe and efficient operation of vehicles.

**2.04 Administrative Services Coordinator to:**

Ensure that required information pertinent to vehicle collisions, theft and vandalism is given to the insurance company and the CAO.

**2.05 Vehicle Operator to:**

- a) Be fully accountable for their conduct while driving Town vehicles.
- b) Ensure that routine maintenance is conducted on their assigned vehicle and to report to the mechanic any detected maintenance problems.
- c) *Report any damage or accidents to the vehicle no later than the morning of the next regular work day following the event, to their immediate supervisor and the safety coordinator (or Chief Administrative Officer if the supervisor not available). The immediate supervisor shall advise the Town mechanic and the Administrative Services Coordinator that same day.*
- d) *Use vehicles only for approved purposes and within established guidelines*

**2.06 Director of Finance**

Ensure that Canada Customs Revenue Agency (CCRA) Regulations are applied and reviewed on an annual basis.

### **3.0 Guidelines**

- 3.01 Unless otherwise approved by Council in an employee's contract of employment with the Town of Slave Lake, all of the following policies shall apply.
- 3.02 Except for circumstances when there is benefit to the Town, and with the approval of the Director, employees are responsible to get back and forth to work without the use of Town vehicles. In no case will employees other than those listed in this procedure be able to take vehicles home, on a regular basis.
- 3.03 Unless otherwise permitted under this policy all Town vehicles will be parked at the employee's respective department facilities at the end of their shift.
- 3.04 Business associates are allowed to accompany employees in Town vehicles in or out of Town.
- 3.05 Non-employees, other than business associates, will not be allowed to accompany employees in Town vehicles *without prior approval from the CAO.*
- 3.06 Employees assigned to individual Town vehicles will be responsible for routine maintenance on the vehicle which includes:

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- fluid/oil level checks and changes when necessary
- tire pressure/wear & tear inspections
- clean vehicle inside and out at all times
- pre inspection and post inspection for each use
- report any apparent damage to the Operation's department and the safety coordinator

3.07 *Employees who are signing out a general use Town vehicle located at the Town Office or the MRC shall do a pre-inspection using the form provided and when returning vehicle shall do a post-inspection using same form. Forms are in vehicle binders with Insurance documents, gas card and key. It is the employee's responsibility to take binder and complete the necessary form. The binders are maintained and kept by the Executive Assistant.*

3.08 *Employees and all other vehicle operators shall have a valid Alberta Operators License appropriate to the vehicle being driven.*

3.09 *Employees and all other vehicle operators shall provide a Driver's Abstract before using a Town vehicle, and thereafter annually at the Town's expense. The CAO, in his/her discretion may deny use of a Town vehicle based on the Driver's abstract.*

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### **4.0 Policy Procedures**

#### Routine Maintenance/Safety of Town Vehicles

- 4.01 All Town vehicles will be operated in a safe and secure manner with employees being fully accountable for their actions.
- 4.02 *Employees will follow all pertinent traffic laws while operating Town vehicles.*
- 4.03 In the case of an employee being involved in a Town vehicle collision/vandalism/theft, the employee, to the best of his/her ability will do the following:
  - a) Ensure that the police are called to the scene of the accident as required.
  - b) Ensure that all pertinent information is collected which includes name, address, phone number, license plate number, drivers license number, insurance coverage name and number of the other party. *Take pictures if possible of the scene and any damage.*
  - c) *Ensure that his/her immediate supervisor and the Administrative Services Coordinator are informed of the collision/vandalism/theft as soon as possible.*
  - d) Give a written statement, using appropriate form (Appendix B), to the *Senior Manager and Administrative Services Coordinator* within *one (1) working days* of the collision for insurance and reporting purposes.
  - e) *Refrain from making any statements assuming responsibility for an accident. Either on their own behalf or on behalf of the Town.*

#### After Hours Use of Town Vehicles

- 4.04 Town vehicles may be taken to the employee's home/restaurant during the employee's lunch hour if he/she is providing public service on a job site other than their department facility, and/or working time is maximized by using the Town vehicle, and doing so does not contravene with the Traffic & Commercial Vehicle Bylaws.
- 4.05 *Employees who are on call, as well as supervisors and lead hands who routinely respond to duty calls, are permitted to take Town vehicles home after hours.*

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- 4.06 Employees on call will take a designated Town Vehicle home
- 4.07 *An employee approved to take home a Town owned vehicle, for responding to calls, may use the Town vehicle for personal use within the Town limits provided that:*
  - *Doing so will improve response time to calls.*
  - *The vehicle is not being used in a manner that would reduce response time (e.g. towing, carrying heavy loads or carrying dependent passengers)*
  - *The employee is immediately available by telephone if needed and is able and prepared to respond to a service call.*

### Out of Town Use of Vehicles

- 4.08 *Town vehicles will remain within 10 kilometers of Town limits unless assigned work responsibilities require otherwise.*
- 4.09 *Employees who live more than 10 kilometers outside the Town limits are responsible for their own transportation to and from Town when they are on call.*
- 4.10 *An employee going out of Town on business is encouraged to use a Town vehicle. If an employee is required to use their own vehicle because a Town vehicle is not available then they will be reimbursed at the full mileage rate as set out in the compensation policy. If a Town vehicle is available and an employee uses their own vehicle by choice they will be reimbursed for gas at 60% of the full rate as set forth in the Compensation Policy. If they use a Town vehicle employee will be reimbursed for gas receipts only. Employees traveling to the same meeting/training are expected to travel together when possible to reduce costs to the municipality.*
- 4.11 *Priority for use of Town vehicles going out of Town shall normally be determined by order of booking (first come, first served). This may be altered by senior management if a change is deemed to be in the best interest of the Town (e.g. someone is traveling a much further distance or several people rather than one would be traveling together).*
- 4.12 *Using his/her discretion, the CAO may grant an employee approval for non-employees to accompany him/her in a Town vehicle.*
- 4.13 *Vehicles are to be signed out using the outlook calendar.*

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### **Community Use of Vehicles**

- a) Upon the written request of a community service organization and subject to the approval of the Chief Administrative Officer, Town vehicles may be used to support a non-profit community group project.*
- b) Whenever a Town vehicle is approved for after-hour community use, the vehicle will:*
  - Be operated only by a Town employee qualified in operating the vehicle, and the operator will be fully responsible for the vehicle.*
  - Remain within the Town corporate limits.*

4.14 Any charges/fines given to an employee while operating a Town vehicle shall be reported to their Senior Manager as soon as possible and documented in the employee's personnel file. Disciplinary action may apply. All charges/fines issued to an employee as a result of employee neglect/abuse while operating a Town vehicle, will be the responsibility of the employee.

4.15 *Contravening any part of this policy may result in disciplinary action up to and including dismissal.*

### **Attachments:**

- 1) Town Vehicle Use

# TOWN VEHICLE USE

1. Use the Online calendar to sign out vans.
2. When picking up a vehicle (from any location) please be sure to complete the trip sheet in the binder.
3. Ensure the registration, insurance and gas cards are in the binder upon pick up & return!
4. Town Vehicles are NO SMOKING!
5. Receipts! Must be kept. (Write your name on them) and put them in zippered compartment in the binder. (Finance and / or Executive Assistant will collect them monthly)
6. There is a list of Petro Canada Gas Station Locations in the binder.
7. CLEAN vehicles after each use. Do not leave garbage, equipment, work or personal items in vehicles. (Car Wash receipts are to be kept with gas receipts)
8. Ensure vehicle is fueled up before returned. (For emergency reasons – they SHOULD NEVER BE BELOW HALF A TANK)
9. Ensure you have completed a walk around and the Trip sheet when returning a vehicle.
10. Report any damages or maintenance issues to the Executive Assistant as soon as possible.