



Title: Town Vehicle Use Policy	Internal/External
Department: Corporate Services	Policy Number: CS - 035
Approval Date: July 3, 2020	Implementation Date: July 3, 2020

BACKGROUND:

The Town of Paradise provides several vehicles for employees to use for Town related business.

OBJECTIVE/ PURPOSE:

This policy clarifies the guidelines and procedures for the use and distribution of Town vehicles.

POLICY STATEMENT:

This policy applies to council and employees who utilize Town vehicles. The Town reserves the right to deny use of Town vehicles to employees who fail to adhere to the guidelines and procedures outlined in this policy. Those who do not adhere to the following procedures may be subject to appropriate disciplinary action as per the Town Disciplinary Policy.

GUIDELINES AND PROCEDURES:

1. Town Vehicle Use

Employees shall ensure:

- a. Vehicles are used for municipal business during working hours.
- b. Vehicles are not used for personal matters.
- c. Under normal circumstances, Town vehicles shall not be used for the transportation of persons other than Town of Paradise employees, or persons directly engaged in business with the Town.
- d. They do not under any circumstance operate municipal vehicles under the influence of alcohol, illegal drugs, or prescription drugs or medications which may interfere with effective and safe operation. All employees who use Town vehicles may be subject to Post Incident Testing, and other procedures outlined in the Town Alcohol & Drug Policy and Accident/Incident Investigation Policy.
- e. Drivers using Town vehicles must obey all traffic and parking regulations and laws.
- f. Pre-use inspections must be carried out before a vehicle is taken and any damage or malfunction is reported to their supervisor immediately.

- g. Removal of ice and snow build-up prior to the use of the Town vehicle that may fly off and potentially endanger other motorists and the public.
 - h. All passengers of the vehicle must wear a seatbelt.
 - i. Vehicles are not to be used to transport personal items, materials, or equipment.
 - j. That any materials or equipment being transported in vehicles are always secure. Covers, ties or other restraints can be requested from their supervisor as required.
 - k. Every precaution is taken to avoid collision when reversing and making other related maneuvers.
 - l. That whenever the vehicle is stopped for an extended time the engine is shut off to avoid idling.
 - m. Smoking is not permitted in any Town vehicle as per the Town Smoking Policy.
 - n. Vehicles are kept clean and are returned as they were borrowed.
2. Vehicle Distribution
- a. Employees are required to hold a valid driver's license, a copy of which will be kept in their employee file.
 - b. Employees are to report to their supervisor prior to removing/signing a vehicle from the Town lot.
 - c. Keys are to be kept and tracked by the Inventory Clerk.
 - d. Unless otherwise authorized, vehicles are to be signed out and signed back in upon return, with the keys returned to the Inventory Clerk.
3. Assigned Vehicles
- a. Town Vehicles may be assigned from the Town's fleet to a department to carry out a specific purpose or function (e.g. Municipal Enforcement). Vehicle assignments are tracked by the Inventory Clerk.
 - b. The department to which a vehicle is assigned is responsible for control of the vehicle while assigned. This includes the management of keys, which are to be tracked by designated staff within the department.
4. Taking Vehicles Home
- a. Employees may only take Town vehicles to their home after receiving explicit approval from a director.
 - b. Vehicles are not to be used for personal matters and are to be used for job related functions only.
5. Accident Reporting
- a. In the event of a vehicle accident, the Town will work with the employee involved in the collision. If the accident is due to failure to follow any of the criteria outlined in section one (1) of this policy, the employee may be subject to appropriate procedures and disciplinary actions.

This includes actions and procedures as outlined in other Town policies, including the Accident/Incident Investigation Policy and Alcohol & Drug Policy.

- b. Personal Vehicle: If an employee's Personal Vehicle is damaged during an approved, work-related trip, and the damage is not due to negligence of the employee, the Town will reimburse the employee to cover costs of the repair; up to a maximum of \$500, or the amount of the deductible, whichever is less. A copy of the police report and evidence of the employee's vehicle insurance deductible (i.e. comprehensive or collision) payment shall accompany any request or reimbursement.

6. Expenses

- a. Fuel Cost: Fuel cost will be reimbursed by Town in accordance with the Town Travel Policy.
- b. Tickets: Costs associated with any ticket or citation for a parking or moving violation will not be paid by the Town.

REVIEW:

This policy may be subject to review annually or following any changes to provincial legislation.

Chief Administrative Officer: _____

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