

# TOWN OF VULCAN

## Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
<b>PE-13-</b>			<b>Vehicle Use Policy</b>
Approval	D/M/Y	Resolution #	
<b>Adopted</b>	<b>11/04/16</b>	<b>16.103</b>	

### STATEMENT:

**The Town of Vulcan requires a policy to formalize a process to regulate the use of personal and municipally owned vehicles, and to ensure that Town of Vulcan vehicles are used in a safe manner and for the sole purpose of Town business.**

#### **1. Rules Governing Use of Town Vehicles**

- 1.1** Town vehicles may only be used for legitimate Town business and use is restricted to municipal purposes only. Personal use of vehicles will be treated as abuse of municipal policy and disciplinary action will be taken.
- 1.2** Town vehicles may not be used to transport any individual who is not directly related to Town business. Passengers will be limited to Town employees and individuals who are directly associated with Town work activity such as council members, contractors, engineers, health inspectors, etc.
- 1.3** Vehicles should only contain those items for which the vehicle was designed for. The Town will not be liable for loss or damage of any personal property transported in the vehicle.
- 1.4** Employees are expected to keep Town vehicles neat, clean and tidy and to report any malfunction or damage to the Public Works Foreman immediately.
- 1.5** Employees are expected to park vehicles in safe, legal locations.
- 1.6** Employees must turn the vehicle ignition off, remove the keys, and lock the vehicle when left unattended.
- 1.7** Drivers and all passengers must wear seatbelts in vehicles during operation of the vehicle.
- 1.8** A daily vehicle / equipment inspection must be done prior to operating the vehicle as per the public works equipment maintenance schedule.

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### **1. Rules Governing Use of Town Vehicles Continued**

- 1.9** Employees who operate municipal vehicles must have a valid Alberta motor vehicle operator's license and of the class required for the specific vehicle or equipment being operated.
- 1.10** No pets are permitted in Town vehicles.
- 1.11** Town vehicles are to be returned to the Town Shop at the end of each working day, and are not to be taken home, except for the Public Works Foreman and an Employee who is on call as per the current call out rotation schedule.
- 1.12** If the on-call employee elects to not take a Town vehicle home and must respond after hours, he/she should report directly to the Town Shop to collect a Town vehicle before completing their required duties in town.
- 1.13** The Town is not responsible, by means of Town owned vehicles, for providing transportation of Town employees from work to home.
- 1.14** Should an emergency arise, those required to attend such emergency will respond in their personal vehicle and submit an expense form indicating mileage from home to work and work to back home to be paid at the mileage rate as approved by Town Council.
- 1.15** If an employee is found to have used a Town vehicle in an abusive or inappropriate manner, this may result in disciplinary action being taken, which could include such measures as removing access to use of Town vehicles or termination of employment with cause.

### **2. Responsibilities**

#### ***Employees to:***

- 2.1** Pay for any fines or tickets issued under the Traffic Safety Act or Criminal Code as it applies to vehicle operation, including photo radar or other detection devices.
- 2.2** Follow all the rules of the road including, but not limited to, speed limits, seatbelt use and distracted driving laws. Staff will utilize hands-free mobile phone equipment when operating any Town vehicle or equipment. Should hands-free operation not be available for a particular piece of equipment, the operator shall pull off the road in a safe place prior to use of his/her mobile phone.

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### **2. Responsibilities Continued**

#### ***Employees to:***

- 2.3** Immediately notify the appropriate Department Head of any changes to their Alberta Operator's license such as loss, temporary suspension, cancellation, disqualification, or new conditions applied that may affect their authority to operate a Town vehicle. The loss of a driver's license required to operate a vehicle may result in termination of employment if the loss of the license prevents the employee from performing the essential duties of his/her position recognized under the employee's job description for a period of six months or more, and the duties of the position cannot be modified without impact on municipal operations. Failure to notify the Town may result in immediate termination.
- 2.4** Immediately disclose to Alberta Transportation any disease or disability that may interfere with the safe operation of a vehicle.
- 2.5** Be qualified to operate a vehicle with respect to alcohol and drug consumption when in care and control of a Town vehicle as defined under the Town of Vulcan PE-03 "Municipal Employee - Code of Ethics Policy".
- 2.6** Sign an Alberta Driver's Abstract Consent form annually to authorize the Town to obtain a driver's abstract, at the Town's expense, and to annually provide a valid driver's license to the appropriate Department Head. The license possessed by the employee must meet the requirements of his/her job description and legal requirements for operation of the vehicles or equipment used by that employee.

#### ***The Appropriate Department Head to:***

- 2.7** Ensure that any taxable benefit arising from personal use of Town vehicles, as per the Income Tax Act, is calculated and reported on each employee's T4 in accordance with Canada Revenue Agency requirements.
- 2.8** Collect and maintain all employee records with respect to vehicle use including driver's abstracts, disciplinary records for vehicle misuse, a record of any traffic violations incurred by an employee using a Town vehicle, and copies of driver's licenses.
- 2.9** Ensure that appropriate insurance is current for all Town vehicles and equipment.

### **3. Accident and Damage Reporting**

- 3.1** In the event of an accident, or subject to damage, or in the event an employee's personal vehicle is damaged during an approved, work-related trip, the employee must provide a written report which is to be completed and forwarded to the appropriate Department Head within 24 hours of such accident. In an accident involving another vehicle, insurance information should be obtained from the driver of the other vehicle.

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### **3. Accident and Damage Reporting Continued**

- 3.2** When the estimated damage exceeds \$1,000.00 an accident report will be filed with the R.C.M.P.
- 3.3** The Chief Administrative Officer is responsible to notify the Town's insurance adjusters in a timely manner of such accidents.

### **4. Personal Vehicle Use**

- 4.1** The "per kilometer reimbursement" payment is available to all Town of Vulcan employees and councillors who use their personal vehicles to conduct Town business as per the Town's Remuneration and Travel Cost Policy F-16.
- 4.2** All employees and Town councillors are required to maintain an adequate level of insurance at all times and to immediately cease using their vehicle for Town business should this coverage be discontinued for any reason or if their driver's license is revoked, suspended or expired.
- 4.3** To be eligible for reimbursement, claims need to be submitted using the current Employee / Council expense form with full trip details and supervisory authorization.
- 4.4** Any reimbursement over and above the "reasonable per-kilometer allowance" prescribed by the Canada Revenue Agency will be reported as a taxable benefit on each employee's T4. Reimbursement per kilometer travelled is non-taxable if it falls within the reasonable allowance rates.
- 4.5** Reimbursable per kilometer car allowance covers business travel within and outside of the Town.
- 4.6** Travel does not include travel between home and work.

**- END OF POLICY-**