



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Procedure Title: VEHICLE USAGE

Procedure No: 1003-01

Approval: CAO

Effective Date: March 12, 2013

Supersedes Procedure No: AD 29

1. Definitions

1.1. None.

2. Responsibilities

2.1. Chief Administrative Officer, or designate, to:

2.1.1. Decide on requests from staff travelling outside of the municipality whether or not to approve family members and/or adult interdependent partner to accompany that staff member (see schedule A).

2.1.2. Provide memorandums of authorization to staff members who qualify for continuous use of a Greenview fleet vehicle.

2.1.3. Approve requests from employees for permission to take a Greenview vehicle home and to issue approval on a per-request basis, or on a continuing basis.

2.2. Chief Financial Officer to:

2.2.1. Ensure that a taxable benefit is applied where required for staff using fleet vehicles on a continuous basis.

2.3. Manager Responsible for Fleet Vehicle Management to:

2.3.1. Report any instances of damage or abuse which come to his or her attention to the supervisor of the employee who last used the vehicle in question.

2.4. Human Resources to:

- 2.4.1 Collect and maintain all staff records, in strict confidence, with respect vehicle use including driver's abstracts, disciplinary records for vehicle misuse, a record of any traffic violations incurred by a staff member using a Greenview vehicle, memorandums of authorization for use of Greenview vehicles on a continuous basis, copies of drivers licences, and records of physical examinations of employees with Class 1 and Class 4 licenses.
- 2.5 Supervisors to:
 - 2.5.1 Determine whether or not to allow seasonal or temporary staff to utilize Greenview fleet vehicles.
 - 2.5.2 At their discretion, assign to an employee non-driving duties while an investigation is made when an employee's driver's license is suspended, revoked, cancelled or disqualified.
 - 2.5.3 Assign non-driving related duties, where available, to employees who are prescribed medications which prohibit them from driving.
- 2.6 Vehicle Users to:
 - 2.6.1 Ensure that, when in possession of a Greenview fleet vehicle, no misuse or abuse of that vehicle occurs and to report any damage or abuse which they become aware of that has been done to a fleet vehicle.
 - 2.6.2 Obtain authorization from the Chief Administrative Officer prior to allowing a family member or adult interdependent partner to accompany them in the vehicle.
 - 2.6.3 Obtain approval from their supervisor prior to using a personal vehicle for Greenview purposes and possess appropriate insurance when using their own personal vehicle to conduct Greenview business.
 - 2.6.4 Pay for any traffic violation ticket issued when using a Greenview fleet vehicle.
 - 2.6.5 Properly securing and signing (where required) for any load in a vehicle which the employee is operating.
 - 2.6.6 Obtain permission from the Chief Administrative Officer prior to taking a vehicle home.
 - 2.6.7 Be legally qualified to operate a vehicle with respect to alcohol and drug consumption when in care and control of a Greenview fleet vehicle.
 - 2.6.8 Sign an Alberta Driver's Abstract Consent form annually to authorize the municipality to obtain a driver's abstract, and to annually provide a valid driver's license to Human Resources. The license possessed by the vehicle operator must meet the legal requirement for operation of the vehicle used by that operator.
 - 2.6.9 Obtain an Alberta license within 90 days of moving to Alberta from out-of

province and to provide proof of the issuance of same to Human Resources.

- 2.6.10 Notify their supervisor immediately of any suspension, revocation, cancellation or disqualification of their driver's license. Failure to do so may result in immediate termination.
- 2.6.11 Follow all rules of the road including, but not limited to, speed limits and the distracted driving laws. Staff shall utilize hands-free mobile phone equipment when operating a vehicle.
- 2.6.12 Perform a vehicle inspection prior to operating the vehicle in accordance with the requirements of Greenview's Health and Safety manual.
- 2.6.13 Ensure that equipment is fully stocked and in good operating condition.
- 2.6.14 Vehicle users shall strive to keep the vehicles assigned to them, whether for temporary or long term use, neat, clean and tidy at all times. Vehicles shall have a thorough cleaning at minimum once per week.
- 2.6.15 Notify the Manager responsible for fleet vehicles immediately of any required repair and not to have a repair made to a vehicle by outside forces without obtaining prior approval from the Manager responsible for fleet vehicles, except in emergency situations.
- 2.6.16 Present the vehicle to the Manager responsible for fleet vehicles for routine maintenance inspections every 5,000 kilometres, and major maintenance inspections every 30,000 kilometres.

3. General Terms of Vehicle Use

- 3.1 Council members and Committee/Board members may use Greenview Fleet Vehicles when they are available.
- 3.2 If a staff member is found to have used a Greenview vehicle in an abusive or inappropriate manner, this may result in disciplinary action being taken which could include such measures as removing access to the use of Greenview Vehicles, or termination of employment with cause.
- 3.3 Greenview will pay for the cost of physical examinations necessary for workers and volunteer fire fighters to secure Class 1 or 4 operator's licenses where same is required for work purposes or for volunteer fire-fighting.
- 3.4 Greenview will pay for the cost of employees and volunteer firefighters obtaining and retaining Class 1, 3 or 4 licenses and air brake endorsements when same are required for the performance of their duties.
- 3.5 Greenview fleet vehicles are to be equipped, when possible, with an AVL monitoring system which will provide for the speed and location of the vehicle at all times.
- 3.6 Designated positions, due to their on-call duties, may be assigned by offer of employment

or memorandum by the CAO full-time use of a Greenview fleet vehicle which the operator is authorized to use to travel to and from work (subject taxable benefits and Greenview vehicle log procedures).

- 3.7 The loss of a driver's license required to operate a vehicle may result in termination of employment if the loss of license prevents the employee from performing the essential duties of his or her position and the duties of the position cannot be modified without substantial impact on municipal operations.
- 3.8 Due to health and safety concerns, no pets are permitted in Greenview vehicles.

4. **End of Procedure**

Approved: **13.03.172**