

**Title: VEHICLE USAGE POLICY**

**Policy No: 1003**

**Effective Date: July 8, 2019**

**Motion Number: 19.07.533**

**Supersedes Policy No: (None)**

**Review Date: July 8, 2022**



**Policy Statement:** Greenview will provide staff with reasonable access to the use of corporate vehicles in order to efficiently and effectively carryout their duties. In doing so, it is recognized that these vehicles are public assets and must be used appropriately by staff and where personal benefit occurs the requirements of the Canada Revenue Agency must be followed.

**Purpose:** The purpose of this policy is to provide a guideline for Greenview Vehicle Usage and control replacement and usage cost.

**DEFINITIONS**

**CAO** means Greenview’s Chief Administrative Officer

**Driver’s Abstract** means report from any provincial registries in relation to an employee’s or potential employee’s driving record for a period of time.

**Greenview** means the municipal corporation of the M.D of Greenview No. 16.

**Personnel** means Greenview staff, Council and contractors that utilize Greenview vehicles from time to-time-to conduct Greenview business.

**POLICY**

1. The Greenview Vehicle Usage Policy is designed to foster a safe driving environment and to protect Greenview Personnel, the public, the environment and the assets of Municipal District of Greenview No.16 (Greenview). The Policy is meant to benefit our personnel and establishes policies, guidelines and procedures to govern the use of Greenview vehicles by the Greenview personnel across all operating areas.
2. Drivers of Greenview vehicles are responsible to operate Greenview vehicles according to this policy and must obey all Federal, Provincial and Local laws and regulations. In the event of a conflict, these laws will take precedence over any Greenview policy, guideline, or procedure including this Policy.

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3. Fleet vehicles are a significant part of Greenview’s annual operating costs. All fleet vehicles will be assigned to specific budget codes and drivers will be assigned to specific vehicle unit number within those budget codes. Pool vehicles will be assigned to the Fleet & Shop Services budget code. Greenview personnel are reminded that all fleet vehicle expenses are subject to oversight by Greenview and, in some cases, the oversight of regulatory entities, courts, and creditors.
4. This document outlines Greenview’s policies, guidelines, and procedures for fleet vehicles with the following purposes:
  - 4.1 Provide drivers with information necessary to properly operate and maintain a fleet vehicle.
  - 4.2 To ensure that drivers understand the policies, guidelines and procedures associated with Greenview fleet vehicles.
  - 4.3 To clarify accountability between employees, supervisors, managers, general managers, the CAO, Greenview, and other stakeholders.
5. This policy applies to all personnel who use Greenview vehicles for any reason, as well as rental cars or personal vehicles when they are being used to conduct Greenview business. This policy is subject to periodic audit and review to ensure applicability and compliance.
6. This policy does not attempt to account for every possible scenario associated with Greenview vehicles. Instead, it provides a framework of requirements to which all personnel must adhere. In addition to complying with such requirements, personnel are expected to operate Greenview vehicles exercising due care and judgment and in accordance with all applicable laws, ordinances and regulations.
7. Each supervisor, manager, general manager or CAO is responsible and accountable for the actions of his or her supervised employees covered under this policy.

**PROCEDURE**

**1. Vehicle Assignments and Pool Trucks**

- 1.1 At the written recommendation of the supervisor and or manager and written permission of the relevant General Manager, Greenview vehicles may be assigned to individual employees in order to facilitate the operations of Greenview. A Greenview vehicle is not an entitlement to any employee or other personnel.
- 1.2 Greenview will no longer supply a Greenview vehicle for personal commute to work as part of employment contracts, written or verbal. Written and verbal contracts in place providing the use for Greenview vehicles for commuting to and from work will be phased out as of November 2019.
- 1.3 Driver’s abstract and history checks will be conducted on all drivers of Greenview vehicles.

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- 1.3.1 To verify that Greenview personnel have a history of safe vehicle operation, Drivers Abstract will be obtained on prospective employees by the Greenview Human Resources (HR) Department as part of their initial employment reviews. All existing drivers of Greenview vehicles will also have their Driver's abstract obtained and reviewed on an annual basis.
- 1.3.2 The Drivers abstract verifies that individuals have a valid provincial issued driver's license and includes their driving history. An unsatisfactory Drivers Abstract includes, but is not limited to, a driving under the influence (DUI) or driving while impaired (DWI), vehicular homicide, or three or more moving violations or at-fault accidents during any 36-month period.
  - a. For prospective employees, HR will discuss any detected issues with the hiring manager concerning the individual's potential employment with Greenview.
  - b. For current employees, HR will discuss any detected issues with the employee's manager. If driving a Greenview vehicle is a significant portion of the employee's job, the employee may be subject to disciplinary action up to and including re-assignment to a non-driving role if available or termination.
- 1.4 Vehicle class, make, model and features will be determined by job requirement, field classification and best economic value to Greenview. All reasonable efforts will be made to standardize vehicle models to minimize cost to the ratepayers while balancing vehicle need with operational requirements. Shop & Fleet Services Manager (Operations) will procure all vehicles.
- 1.5 With the written approval of the Department Manager and General Manager, individuals on the on-call schedule may take a vehicle home for the duration of the period they are on-call
- 1.6 Under exceptional circumstances and for a limited period of time, subject only to the approval of the CAO on the recommendation of the relevant General Manager, individuals may be approved to use a Greenview vehicle for personal use to commute to work. Taking a vehicle home constitutes as personal use and will be subject to CRA guidelines for commuting and a taxable benefit will be noted on the employees' annual T4.
- 1.7 Greenview vehicles shall be used exclusively for Greenview business.
- 1.8 Employees who are not assigned vehicles may obtain a pool vehicle when business requires vehicle transportation. Pool vehicles are not subject to CRA guidelines and must be used exclusively for Greenview business.
- 1.9 All Employees using Greenview vehicles must have completed training on the Vehicle Usage Policy in order to operate a Greenview vehicle.
- 1.10 Upon termination of employment, the employee must return the vehicle keys, all maintenance documentation, and all fuel credit cards to Human Resources or their Manager.

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## 2. Pool Vehicle Usage

- 2.1 Greenview's vehicles may be signed out from Fleet Services or the Corporate Services Administrative Support.
- 2.2 There is a one week limit on the use of each pool vehicle. Prior approval must be obtained to exceed this limit.
- 2.3 The driver will be issued a folder that includes Fleet Services contact cards, a fuel card and pin, insurance information and a mileage log. The folder must stay with the pool vehicle until the unit is returned to the Fleet Services. The mileage log needs to be completely filled out upon return of the pool vehicle.
- 2.4 If this pool vehicle is not returned on the due date, the operator's supervisor will be contacted.
- 2.5 The pool vehicle must be returned to the Fleet Services where it was checked out in the same condition that it was received; an inspection will be performed when the pool vehicle is returned.
  - 2.5.1 Any damage to the pool vehicle that was not present at check-out will be billed to the driver's department budget.
  - 2.5.2 If the pool vehicle is not clean when it is returned, the cleaning will be billed to the operator's department budget.
- 2.6 This pool vehicle should be returned with at least  $\frac{3}{4}$  of a tank of fuel.
  - 2.6.1 The operator's budget center will be charged for the fuel as well as the time of an employee to leave the facility and fill the pool vehicle.
- 2.7 Operators should contact Fleet Services if there are issues found with the vehicle while it is in use.
  - 2.7.1 If the pool vehicle needs maintenance while it is signed out, the operator must return it to Fleet Services, and another pool vehicle may be issued if it is needed.
  - 2.7.2 Drivers will not take this pool vehicle to an outside source for service or repairs, unless Fleet Services has been contacted and has approved this action.

## 3. Vehicle Maintenance and Operation

- 3.1 Greenview vehicles represent Greenview and should be consistently cleaned and maintained in a professional manner. Managers and Supervisors shall conduct periodic inspections of all vehicles under their charge to ensure this is occurring.
- 3.2 Greenview Vehicle Safety Orientation shall be provided to all Greenview employees by the Chief Mechanic or designate(s). The training shall be completed prior to operating a Greenview vehicle.
- 3.3 All drivers must conduct a daily walk around inspection of the Greenview vehicle to ensure that it is in good working order. Drivers will immediately report any unsafe conditions or vehicle problems to their supervisor or the Chief Mechanic or in the case of the Chief Mechanic not being available, the Fleet Maintenance Team. Vehicles with problems that could affect safe operation will not be driven until the condition is corrected.

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- 3.4 For any vehicle categorized as a Commercial Motor Vehicle (one with gross vehicle weight of 11,794 kilograms), Daily Vehicle Inspection and Daily Driver Logs are required. The National Safety Code (NSC) requires an annual Commercial Vehicle Inspection) on all Commercial Motor Vehicles. Drivers of a commercial vehicle must be able to produce the inspection certificate on the request of an investigator or peace officer.
  - 3.4.1 Greenview Commercial Vehicle drivers are responsible to ensure that the unit(s) they are operating that are classed as Commercial Vehicles are scheduled for the annual inspection with Greenview’s Fleet Services prior to the annual inspection deadline.
  - 3.4.2 Greenview’s Chief Mechanic or designate are also responsible to remind Greenview’s Commercial Vehicle drivers of the need to schedule the annual inspection.
- 3.5 Drivers must report their monthly mileage on the first workday of the next month for the preceding month’s use. This report must be sent to the Human Resources Payroll & Benefits Coordinator. This report should include the following:
  - 3.5.1 The current mileage for the vehicle at the end of the previous month.
  - 3.5.2 The total amount of miles driven in that month.
  - 3.5.3 The amount of personal miles driven in that month. Personal miles are only to be driven in the case of an emergency or for personal errands in the normal course of commuting to and from work.
- 3.6 Vehicles must not be altered in any way without approval from the Chief Mechanic or designate. This includes, but is not limited to electrical systems, mufflers, wheels, and shock absorber systems. Approval is required to ensure Department of Transportation compliance.
  - 3.6.1 Tires are to be replaced with tires that are the same size as the tires that were installed on the vehicle when it was purchased. Any alteration, including placing larger tires on vehicles may lead to future maintenance problems.
  - 3.6.2 The Chief Mechanic or designate, may approve increasing tire sizes as long as the vehicle continues to conform to the manufacturers specifications.
- 3.7 If the Greenview Vehicle has a diesel engine with an Exhaust Particulate Filter or DEF, the driver must limit the idling time. Many filters are not capable of self-cleaning. Therefore, if a warning light is noticed, follow operator manual instructions. Failure to do so may cause irreversible damage that will not be covered by a warranty. This filter has been added to all diesels due to Federal Diesel Emissions Requirements.
- 3.8 Greenview vehicles will be provided with a fuel credit card. This card is to be used exclusively for the Greenview vehicle/equipment that is assigned to the employee to whom the card is designated. Fuel cards and their associated charges are subject to scrutiny and if there is misuse of the fuel credit card, the employee responsible will be responsible for repayment of said charges and may be terminated for the misuse. If any issues arise regarding the use of the credit card, the employee is to contact Greenview’s Finance & Administration Manager or designate.

**4. Vehicle Safety and Regulations**

4.1 Vehicle Orientation and Operation Training

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- 4.1.1 Greenview requires drivers of Greenview vehicles to be trained on this policy and to complete or participate in driver training programs approved by Health & Safety. Drivers are reminded that maintaining their driving status is a privilege which may be revoked based on the violation of vehicle use rules (including maintenance of the vehicle and the vehicle's appearance), an unsatisfactory MVR, documented violation of traffic laws, misuse of the Greenview issued fuel credit card, or observed unsafe operation of Greenview vehicles.
  - 4.1.2 CAO, General Managers, Managers and Supervisors are responsible for ensuring that all Greenview drivers receive training designed to promote safe driving and ensure that the vehicle maintenance schedules are followed as per advice from the Chief Mechanic or designate.
  - 4.1.3 Failure to adhere to any of the restrictions in Section 4 may result in the forfeiture of vehicle use and could lead to further administrative or disciplinary action up to and including termination.
- 4.2 Vehicle Safety Rules and Restrictions
- 4.2.1 It is prohibited to exceed the posted speed limits.
  - 4.2.2 Seat belts must be properly worn at all times by the driver and all passengers in the vehicle.
  - 4.2.3 It is prohibited to use a wireless communication device to view, send, or compose an electronic message or a laptop, tablet or notebook computer or other electronic device for any other purpose while operating a Greenview vehicle in a driving lane, including when stopped, (for example, at a stop sign or traffic light), except for:
    - a. Making a telephone call using a hands-free cell phone, radio or other system. However, even the use of a hands free system while operating a vehicle must be minimized, and calls should be limited to essential communications only.
    - b. Utilizing a global positioning or navigation system that is affixed to the vehicle. It is prohibited to manipulate or input data while the vehicle is in motion.
    - c. Obtaining emergency assistance to report a traffic accident, medical emergency, serious traffic hazard or to prevent a crime about to be committed.
  - 4.2.4 Vehicles may only be parked in an enclosure containing hydrocarbons if the enclosure is equipped with continuous monitors for lower explosive limit (LEL). Prior to parking a vehicle in an open area adjacent to facilities containing natural gas, the area should be checked for leaks. If no leaks are detected the vehicle should be positioned upwind of the facilities, if at all possible, and under no circumstances closer than three (3) feet to the facilities containing hydrocarbons.
  - 4.2.5 It is the individual responsibility of each driver of a Greenview vehicle to know the height of the vehicle, including additional installations such as headache racks, when determining whether to enter public enclosed parking areas.
  - 4.2.6 Wheels of all trailers are to be chocked with blocks wherever possible during all loading/unloading. Emergency brakes and/or chocks are to be used by all trucks during loading/unloading.

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- 4.2.7 Use appropriate tie-downs or covers if there is the possibility of objects moving around or flying out of the vehicle.
- 4.2.8 Do not place trash or light weighted material in the back of any open portion of a vehicle, namely pick-up trucks, as it may fly out. Littering is unacceptable.
- 4.2.9 A Greenview trucks with extendable mirrors may only extend the mirrors when that truck is pulling a trailer on official Greenview business. At all other times, the mirrors must be pushed in.
- 4.2.10 Drivers should always use good judgment when parking and exiting a vehicle. Vehicles should not be left running unattended.

4.3 Vehicle Usage Rules and Restrictions:

- 4.3.1 Generally, members of the public are not permitted in Greenview vehicles without express permission from the CAO.
- 4.3.2 Passengers are permitted in Greenview vehicles as long as the number of passengers does not exceed the number of available/ working seatbelts. Passengers are never permitted in the bed of a truck while it is moving. No pets are allowed in any Greenview vehicle.
- 4.3.3 Greenview vehicles must not leave their resident province or active operational area, without prior written approval from the CAO.
- 4.3.4 It is strictly prohibited to transport, consume, or be under the influence of alcohol while operating a Greenview vehicle.
- 4.3.5 It is strictly prohibited to consume or be under the influence of prescription/ over the counter medication that could impair a driver while operating a Greenview vehicle.
- 4.3.6 It is strictly prohibited to transport, use or be under the influence of legal or illegal drugs while operating a Greenview vehicle.
- 4.3.7 The possession, storing, displaying and transportation of firearms, explosives, poison or other weapons in a Greenview Vehicle shall be subject to the applicable legislation, policies, procedures and Safe work practices in Greenview’s Health & Safety Manual.
- 4.3.8 It is strictly prohibited to smoke in a Greenview vehicle.
- 4.3.9 Greenview vehicles must not be used to pull trailers or to carry all-terrain vehicles in the bed unless they are on official Greenview business, nor should the vehicles be used to move items that are not associated with Greenview business.
- 4.3.10 Greenview vehicles must not be used to conduct non-Greenview business.
- 4.3.11 All Greenview vehicles will have Greenview approved identification stickers.
- 4.3.12 It is prohibited to have any non-Greenview approved stickers or decorations on a Greenview Vehicle. This includes, but is not limited to, decorative license plates, license plate frames and bumper stickers.

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## 5. Vehicle Accident Procedures

5.1 The following procedure provides guidelines for completing accident reports.

### AFTER AN ACCIDENT:

- If accident is minor and the vehicle is drivable, move vehicle out of traffic flow, turn off the engine and remove keys.
- Call emergency services or 911 if there is anyone injured in the accident. Render care if possible and appropriately trained.
- If there is property or vehicular damage, contact law enforcement.
- Immediately notify Supervisor / Manager, the Health & Safety Department, Finance & Administration Manager or designate and HR of the accident.
- Complete the Vehicle Accident Investigation Report located in the glove box of each Greenview vehicle. Obtain other driver information if another vehicle is involved. Provide Greenview's information, license number, name of insurance and policy number to the other driver.
- Any personnel involved in an accident while operating a Greenview vehicle will be subject to drug and alcohol testing consistent with the Greenview's Anti-Drug & Alcohol Policy.
- Any personnel involved in an accident while operating a Greenview regulated vehicle is required to submit to drug and alcohol testing as soon as possible after the accident if involving either loss of life, a person being required to receive medical attention other than first aid at the scene as a result of the accident, disabling damage to any vehicle(s) involved in the accident and/or if the driver receives a citation.

5.2 The Vehicle Accident Investigation Report is required to be completed within 24 hours of any incident involving a Greenview vehicle. A copy of the Vehicle Accident Report should be submitted to Health & Safety along with filing an insurance report with the Manager of Finance and Administration or designate.

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**APPENDIX****APPENDIX A: CRA TREATMENT OF PERSONAL MILEAGE WITH COMPANY VEHICLES**

Canada Revenue Agency's Criteria - Personal driving (personal use) includes the following:

Personal driving is any driving of a Greenview vehicle by an employee, or a person related to the employee, for purposes not related to his or her employment.

Personal driving includes:

- vacation trips;
- driving to conduct personal activities;
- travel between home and a regular place of employment, other than a point of call for Greenview's business; and
- travel between home and a regular place of employment even if (the employer) insist that the employee drive the vehicle home, such as when he or she is on call.

CRA Vehicle Benefits are calculated based on the following information:

- Employer-owned vehicle
- Province of employment
- Year of the vehicle benefit calculation
- Employer name
- Employee name
- Cost of the employer-owned vehicle including trade-in amount, additions, GST, etc.
- Operating expenses, (does the employee reimburse the employer for 100% of operating expenses attributable to personal use?)
- Total kilometres driven in the year
- Business kilometres driven in the year
- Personal kilometres driven in the year
- Days available to be driven in the year
- Amounts paid by the employee to a third party for operating expenses for personal use of the vehicle

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