



TITLE: MD OWNED VEHICLE AND EQUIPMENT USAGE

Revised by Council
Revised by Council
Approved by Council

Date: *September 13, 2022*
Date: January 25, 2022
Date: March 10, 2020

PURPOSE OF POLICY

The MD of Pincher Creek recognizes that vehicles and equipment play an essential role in the provision of services within the municipality. It is also clear that in order to carry out their duties in an efficient and effective manner, staff must have reasonable access to MD vehicles and equipment. It should be emphasized that these vehicles and equipment are public assets and must be used appropriately.

POLICY STATEMENT

1. This policy applies to the operation of all MD Equipment and Vehicles by an Employee who use MD vehicles for any reason, as well as rental cars when they are being used to conduct MD business. This policy is subject to periodic audit and review to ensure applicability and compliance.
2. Each Department Head is responsible and accountable for the actions of his or her supervised employees covered under this policy.
3. Drivers of MD vehicles are responsible to operate MD vehicles according to this policy and must obey all Federal, Provincial, and Local laws and regulations. In the event of a conflict, these laws shall take precedence over any MD policy, guideline, or procedure, including this Policy.
4. This policy provides a framework of requirements to which all personnel must adhere but does not attempt to account for every possible scenario associated with MD vehicle use.

DEFINITIONS

5. For the purpose of this policy, the following definitions shall apply:
 - a. "MD" shall mean and refer to the Municipal District of Pincher Creek No. 9.
 - b. "Employer" shall mean and refer to the Municipal District of Pincher Creek No. 9.
 - c. "Employee" shall mean any employee of the MD of Pincher Creek No. 9.

- d. “Department Heads” shall mean and refer to the following positions:
- Chief Administrative Officer
 - Director of Finance
 - Director of Development and Community Services
 - Superintendent of Public Works
 - Road Foreman
- e. “Regular Business Hours” means normal working hours.
- f. “After Hours” shall mean and refer to the hours that fall outside of regular business hours.

VEHICLE ASSIGNMENTS

6. Municipal vehicles shall only be used during regular business hours and only for Municipal business. When not being used, MD vehicles should be parked and locked at:
- Public Works yard located at 1038 Herron Avenue in Pincher Creek,
 - Administration Building located at 1037 Herron Ave in Pincher Creek,
 - Pincher Creek Airport/Agricultural Environmental Services shop located at 1001 Twp 7-0
- a. Employees requiring Municipal vehicles after hours shall be authorized by their Department Head, and adhere to the same usage rules applied during regular business hours.
- b. Provided approval is received from their Department Head, all Employees authorized to attend courses and conventions shall have the option, to use municipal vehicles and only for municipal business.
- c. *The CAO, or designated, may authorize Employees to use MD vehicles to travel to and from their personal residence if:*
- a. *employed in the capacity of the Superintendent of Public Works , the Public Works Road Foreman, the Public Works Field Lead, and/or the Water Plant Operator*
 - b. *employed in the capacity of a Divisional Grader Operator when operational effectiveness may be improved.*
- d. Other personal use of MD vehicles and equipment is not permitted.
- e. To verify that MD personnel have a history of safe vehicle operation, drivers must hold a valid vehicle operator's license for the class of vehicle being driven; Drivers Abstract shall be obtained and reviewed on an annual basis.
- f. Employees who are not assigned vehicles may obtain a fleet vehicle when business requires vehicle transportation. Fleet vehicles are not subject to CRA guidelines and must be used exclusively for MD business.
- g. Upon termination of employment, the employee must return the vehicle keys and all documentation to their department head.

VEHICLE MAINTENANCE AND OPERATION

7. The department of public works shall provide appropriate maintenance of its vehicles to ensure the safety of its employees.
 - a. Employees are not to operate vehicles they consider mechanically unsafe to drive until certified to be safe by an approved mechanic. Any condition which renders the operation of the vehicle unsafe shall be reported immediately.
 - b. Decals, photographs, labels, or stickers shall not be attached to any part of the vehicle unless they have been approved by management or applied by the manufacturer for safety or operational purposes. Company logos are to be kept in good repair and placed per corporate standards.
 - c. Fleet vehicles are equipped with a GPS tracking device and an online administration system. The GPS cellular modem can track vehicle location, and if the vehicle is on or off its speed. Information for the modem is saved, and daily reports may be forwarded to the booked driver of the vehicle.

VEHICLE SAFETY AND REGULATIONS

8. Drivers must drive with headlights on at all times.
9. Department of Public Works shall maintain individual MD vehicle records. Each fleet vehicle shall have the following equipment for emergency preparedness:
 - First aid kit
 - Flashlight
 - Snowbrush
 - Fire extinguisher
 - Hazard materials identification information (emergency response/first response vehicles only).
10. Speed - Speed and speed variance (sudden and unsafe increases or decreases in speed) are critical safety issues that contribute to motor vehicle deaths, injuries, and property damage. A worker driving unduly fast may place the safety of co-workers or members of the public, his or her job performance, or the safe and efficient operation of the vehicle at risk. Speeding is not acceptable and adversely affects the MD's reputation in the community. The speed driven must be appropriate to existing conditions and the maximum speed per posted speed limits. Drivers found to be speeding shall be disciplined according to Policy 170 (Progressive Discipline).
11. Seat Belt Use – The MD recognizes that seat belt use is an essential and effective means of protection for our workers. While traveling on MD business, drivers and passengers must use seat belts correctly at all times. The driver shall operate the vehicle only after others are buckled up. Drivers and employees, as passengers, found to be not wearing a seatbelt shall be disciplined according to Policy 170 (Progressive Discipline).
12. Distracted Driving - Operating a motor vehicle requires the driver's full attention at all times and readiness to deal with any emergency. Workers of MD who are driving for work should not engage in any activity that results in them being distracted, including, but not limited to, reading, writing, grooming, using cellular phones, and manually entering information into computers or navigation systems. When it is safe to do so, workers should pull over and park the vehicle in a safe and legal location before using an electronic device.

- Drivers found to be distracted driving shall be disciplined according to Policy 170 (Progressive Discipline).
13. Pre-Trip Inspection – When traveling, drivers must perform a pre-trip inspection. If you are unfamiliar with the vehicle or have not driven it in some time, a more thorough review is warranted. Ensure that all loads and miscellaneous articles are adequately secured, all equipment is set and appropriately adjusted (i.e., mirrors, head restraints).
 14. Members of the public are not permitted in MD vehicles without express permission from the Department Head.
 15. It is strictly prohibited to transport, consume, or be under the influence while operating an MD vehicle. This includes:
 - a. Alcohol;
 - b. prescription/over the counter medication that could impair a driver;
 - c. legal or illegal drugs;
 16. It is strictly prohibited to smoke or vape in an MD vehicle or equipment.

TRAFFIC VIOLATIONS, OFFENSES, AND PENALTIES

17. Employees are responsible for paying any traffic, parking, or other penalties incurred while operating any MD vehicle or their personal vehicle on MD business. It is the responsibility of that Employee's Department Head to ensure these violations are paid.
 - a. If an employee is found to be responsible for ongoing abuse, neglect or willful damage to an MD Vehicle or Equipment, they shall receive discipline up to and including terminations as per policy 170 (Progressive Discipline).



Richard D. Lemire
Reeve



Roland Milligan
Chief Administrative Officer



SIGN OFF

I, _____ have read and understand the above conditions of the Vehicle Use Agreement and by signing below acknowledge that I shall operate the MD Vehicle in accordance with this agreement.

Employee Name

Witness

Employee Signature

Date



APPENDIX 1

Employee/Employer Authorization — Personal Use

Taking a vehicle home to and from your 'regular place of employment' constitutes as personal use and shall be subject to CRA guidelines for commuting. A taxable benefit shall be noted on the employees' annual T4. Employees are required to keep records on the usage of the vehicle so that the MD can appropriately adhere to CRA standards to identify the business and personal use amounts of the total kilometers driven in a calendar. Should regular work assignments require an employee to have multiple work locations during the day, only the trip from an employee's home to the first work location and the trip home from the last work location is personal.

I, _____ understand that the only personal use allowed is to drive back and forth to work and that a taxable benefit for this personal use shall be added to my annual income in accordance with Canada Revenue Agency regulations.

I, _____ understand I am solely responsible for keeping adequate records on the usage of the vehicle *and will supply all records to payroll. Failure to adhere may result in immediate suspension and/or termination of personal use.*

I, _____ *understand that during an extended leave (1 week or greater) I may be required to return the MD vehicle and associated property to my Department Head. This is to allow the MD vehicle to be used as intended for service delivery.*

Employee Name

CAO

Employee Signature

Date



APPENDIX 2

Employee Authorization — Drivers' Abstract/Record

I, _____, authorize my employer, MD of Pincher Creek No. 9, to request and obtain a copy of my drivers' abstract from an authorized agent of Alberta Registries. I hereby consent to the disclosure of my driver abstract/record, which is made from personal information in the Motor Vehicle Registry of the Province of Alberta to my employer. I further authorize my employer to make further requests and obtain copies of my driver abstract in the future at its discretion and as it sees fit and appropriate. I authorize my employer to do so without the necessity of providing notice to me or obtaining any subsequent authorization from me.

I confirm the following information is correct:

Name: _____

Date of birth: _____

Driver's license number: _____

Address: _____

I shall advise my employer within seven (7) days of any change or changes to the information noted above. Finally, I understand that this information is required by my employer in accordance with this Vehicle Use Agreement and that the requests shall be at the cost of the employer. Should I cease to be employed with MD of Pincher Creek or cease to hold a position with MD of Pincher Creek which may require me to drive a vehicle; this authorization shall automatically terminate at that time.

Employee Name

Witness

Employee Signature

Date