

Policy: Use of County Vehicles Policy

Date Originally Approved: April 29, 1999

Motion: “That on recommendation of Council Committee, Council recommends the approval of the Vehicle Policy as presented at the April 15, 1999 Council Committee meeting.” Motion carried

Date Amended: January 31, 2002

Date Effective: February 1, 2002

Motion: “Council approves the administrative policy on County-owned Vehicles, effective February 1, 2002, as recommended.” Motion carried

Date Amended: April 29, 2004

Motion: “Council approves the amendments to the Use of County Vehicles Policy as presented at the April 15, 2004 Committee meeting.” Motion carried.

This Policy is current as of: May 12, 2004

MUNICIPALITY OF COLCHESTER COUNTY OWNED VEHICLES

Purpose:

To set administrative policy regarding use of County owned vehicles in terms of the following:

1. Vehicle Distribution
2. Type of Vehicle
3. Practices regarding Use
4. Maintenance
5. Lease Arrangements
6. Vehicle Replacement

Definitions:

Vehicle may be defined as an automobile, truck , etc. which has been licensed for use on public roads. Equipment is treated separately outside the scope of this policy.

Policy:

1. Vehicle Distribution

- a) Distribution of County vehicles will be attached to the County programs and services in place.
- b) The principle for assigning use of a County vehicle to an individual or group of workers is that the vehicle will be used daily in the delivery of service and not as a matter of convenience.
- c) When a permanent change is recommended to be made to the distribution of a vehicle this recommendation will be brought back to Council for approval.

2. Type of Vehicle

- a) The type of vehicle assigned to a service is based on the principle of cost effectiveness.
- b) The vehicle will match the service it is designed for in terms of where its use is required, and durability to hold up to the service it is designed for.
- c) When a change is recommended to the type of vehicle, the recommendation will be brought back to Council for approval.

3. Practices regarding Use

- a) County vehicles must adhere to posted speed limits and obey traffic signs at all times. Vehicle drivers are personally responsible for payment of any tickets which result from their actions.

- b) County vehicles should be parked as close as possible to the point of business being conducted, provided the vehicle is not illegally parked and all parking fares are paid, where required.
- c) County vehicles are to be returned to a County facility at the end of the shift, except for the following circumstances, which requires the prior approval of the immediate supervisor.
- Circumstances warrant that County vehicles are required to perform County business outside regularly scheduled hours, or a potential call back situation exists necessitating use of County vehicles and equipment.
 - Circumstances where it doesn't make sense for employees to drive from their place of residence to retrieve a County vehicle, which in effect may cost the County more in travel claims. This occurs in our public works and by-law areas. This privilege will be monitored not only by the supervisor but by senior management.
- d) An employee may receive a taxable benefit when vehicles are not returned to a County facility at the end of the shift.
- e) Use of County vehicles is restricted to business purposes only; any personal use will be treated as disciplinary action according to the County's personnel policies.
- f) Drivers of County vehicles must have appropriate licensing . It shall be the responsibility of the immediate supervisor to verify driving records of employees who are approved for access to County vehicles. The supervisor shall obtain driver abstracts from the Registry of Motor Vehicles once per year. Where warranted, the supervisor may deny access on a temporary basis.
- g) County vehicles shall be equipped with a fire extinguisher and safety emergency kit. The vehicle driver shall ensure that the extinguisher is in proper working condition and that the emergency kit is properly stocked.

4. Maintenance

- a) Employees operating County vehicles shall perform and document maintenance checks in accordance with the County Health and Safety Policy.
- b) Vehicles meeting the standards of the National Safety Code as commercial vehicles shall receive maintenance in accordance with the Code.

5. Lease Arrangements

- a) Vehicles under existing lease arrangements will be reviewed for method of payment at time of replacement.
- b) Recommendations to continue leasing the vehicle for the service will be made to the CAO. Approved lease arrangements will be costed to departments as part of the annual

budgeting process.

c) A decision to purchase a leased vehicle at the end of the lease will only require Council approval in the absence of full funding from available reserves.

6. Vehicle Replacement

a) Vehicle replacement will follow County tendering policies.

b) Vehicle replacement in the absence of full funding through reserves will be brought to Council, but otherwise will be handled by the CAO in accordance with County tendering policies.

c) A vehicle reserve will be established and brought to Council annually for approval.

d) The reserve will be funded from the service area as part of the annual budgeting process, with special lump sum funding to the reserve requiring Council approval.

e) Vehicle replacement will be calculated on a life cycle basis, consistent with the type of service, mileage and “wear and tear” on the vehicle.

Clerk's Annotation For Official Policy Book

Date of Notice to Council Members
of Intent to Consider (7 days minimum): April 15, 2004

Date of Passage of Current Policy: April 29, 2004

I certify that this Policy was adopted by Council as indicated above.

Municipal Clerk

May 12, 2004
Date