

**Policy:**                            **Town Vehicle's Policy**

**Date Originally Approved:**    **July 17, 2008**

**Motion:**    ***That** Council approve Policy number 2008 – 28 “Town Vehicle’s” as presented;  
and*

***Further** that this Policy be effective immediately*

**Policy Number: 2008 – 28**

**Policy Subject: Town Vehicle's Policy**

## **Policy Objective**

To provide administrative direction regarding the use of Town owned vehicles in terms of the following:

- Vehicle Distribution
- Type of Vehicle
- Practices regarding Use
- Vehicle Maintenance
- Lease Arrangements
- Vehicle Replacement

## **Policy**

1. Council shall purchase and provide particular departments with vehicles for purposes of carrying out Town related business. All vehicles shall be identified as Town Vehicles by the Town decal and a unit number.
2. Vehicle Distribution
  - a) Vehicles will be attached to Town programs and services
  - b) The principles for assigning use of Town vehicles to an individual or a group of workers is that the vehicle will be utilized in the daily delivery of service and not as a matter of convenience.
  - c) Schedule "A" outlines the service and vehicle attached.
3. Type of vehicle
  - a) The type of vehicle assigned to a service is based upon the principles of cost effectiveness
  - b) The vehicle will match the service it is designed for.
  - c) When a change is recommended to the type of vehicle, the recommendation will be brought back for Council approval.
4. Use of vehicles
  - a) Town vehicles are to be returned to a Town facility at the end of the shift except for as follows:
    - i. An employee who is on call as per current call out procedures and practices

- ii. Authorized by the CAO to take a vehicle home for security or emergency purposes.
- b) Town vehicles must adhere to posted traffic signs at all times. The drivers of Town vehicles are personally responsible for the payment of any tickets which are a result of their action.
- c) In no case is a Town Vehicle to be used for any private use or to transport any unauthorized individuals.
- d) Vehicles are not to be left idling while unattended.

#### 5. Maintenance

- a) The Superintendent of Public Works will be responsible for the development and implementation of maintenance checks and reporting.
- b) Employees operating Town vehicles shall perform and document maintenance checks in accordance with town approved maintenance schedules and forms and report any deficiencies to their supervisor.

#### 6. Accident Reporting

- a) In the event of an accident, a written report is to be completed and forwarded to the Chief Administrative Officer (CAO) as soon as possible. The CAO is responsible to notify the Towns insurance adjustors in a timely fashion.
- b) In an accident involving another vehicle, insurance information should be obtained from the driver of the other vehicle.
- c) All accidents are to be reported to the RCMP.

#### 7. Lease Arrangements

- a) Vehicles under existing lease arrangements will be reviewed for method of payment at the 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 require Capital approval in the absence of full funding in available reserves.

#### 8. Vehicle Replacement

- a) Vehicle replacement will adhere to the Town Tendering Policy
- b) In the absence of fully funded reserves, vehicle replacement will be brought to

Council; otherwise the replacement will be handled by the CAO in accordance with Policy.

- c) Council will establish and fund a vehicle reserve fund. Funds will be allocated annually as part of the budget process.
- d) Vehicle replacement will be calculated on a life cycle basis, consistent with the type of service, mileage and “wear and tear” on the vehicle.

**Annotation for Official Policy Book**

Date of Notice to Council Members of  
Intent to consider July 11, 2008

Date of Passage of Current Policy: July 17, 2008

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

\_\_\_\_\_  
CAO / Clerk

\_\_\_\_\_  
Date

## Schedule A

*Public Works* ..... 2 ... ½ ton, 2 wheel drive pick up trucks. 1 currently leased

*Water Utility* ..... 1 ... ½ ton, 2 wheel drive pick up truck ... Currently leasing