

Municipal Owned Vehicle Usage Policy No. 2024-01

Objective:

This policy applies to all employees who are authorized to operate Harvey Rural Community vehicles as part of their duties.

Purpose:

This policy aims to establish guidelines for the appropriate use of municipal vehicles by employees to ensure safety, efficiency, and responsible utilization of resources.

Authorized Users:

Only employees designated by their department heads and approved by the municipal administration are permitted to operate municipal vehicles. Such designation should be based on job requirements and the necessity of vehicle usage for official duties.

Vehicle Use:

- a. Municipal vehicles are to be used solely for official business and tasks directly related to municipal operations.
- b. Personal use of municipal vehicles is strictly prohibited, except in cases of emergency or other exceptional circumstances with prior approval from department heads or designated supervisors.
- c. Unauthorized passengers are not permitted in municipal vehicles at any time, unless authorized for specific work-related purpose.
- d. Storage of vehicles and equipment will be at the Public Works garage or Firehall, unless otherwise approved by the CAO.

Safe Operation:

- a. All employees operating municipal vehicles must possess a valid driver's license appropriate for the type of vehicle being operated.
- b. Any person authorized to operate a municipally owned vehicle will be required to submit a satisfactory Drivers Abstract report before the time of hire or date of authorization.
- c. Safe driving practices must be always observed, including adherence to speed limits, traffic regulations, and the use of seat belts.
- d. Municipal vehicles must be operated in a manner that ensures the safety of pedestrians, other motorists, and municipal property.

Maintenance and Care:

- a. Employees are responsible for the proper maintenance and care of municipal vehicles assigned to them.
- b. Regular inspections and maintenance checks must be conducted in accordance with manufacturer recommendations and municipal fleet management guidelines and reported as required to the Clerk.
- c. Any damage or mechanical issues with municipal vehicles must be promptly reported to the appropriate department for repair.

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- d. All municipal vehicles shall be identified with the Municipality's name and official branding clearly visible.
 - For Emergency Vehicles, the Fire Department name and branding shall be used and clearly visible.

Fuel Usage:

- a. Municipal vehicles should be refueled only at authorized fueling stations designated by the municipality.
- b. Employees must record mileage and fuel consumption accurately for each trip and submit reports as required to the Clerk.

Accountability:

- a. Employees are accountable for their use of municipal vehicles and must ensure that they are used efficiently and responsibly.
- b. All persons who are required to operate municipally owned vehicles as part of their job have a responsibility to have a valid and current driver's license. It is the responsibility of the employee to report any suspension of their driver's license to their immediate supervisor.
- c. Any parking ticket, speeding ticket, seatbelt fine, distracted driving charge or any other similar charges shall be the responsibility of the person operating the vehicle, and not that of Harvey Rural Community, and shall be reported immediately to the Clerk and CAO.
- d. Any misuse, unauthorized use, unlawful use, or violation of this policy may result in disciplinary action, including but not limited to warnings, fines, suspension of driving privileges, or termination of employment, depending on the severity of the infraction.

Policy Acknowledgment:

All employees authorized to operate municipal vehicles must review and acknowledge their understanding of this policy. Failure to comply with the provisions outlined in this policy may result in disciplinary action.

Policy Review:

This policy shall be reviewed periodically by the municipal administration to ensure its effectiveness and relevance. Amendments may be made as necessary to reflect changes in laws, regulations, or municipal operations.

By adhering to this policy, municipal employees contribute to the efficient and responsible use of municipal resources while promoting safety and accountability in vehicle operations.

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Employee Acknowledgement Form

Employee Name:

Date of Acknowledgement:

I, _____, hereby acknowledge that I have received and reviewed the Municipal Owned Vehicles Usage Policy 2024-01 provided to me by Harvey Rural Community.

Acknowledgement Statement:

I acknowledge that it is my responsibility to adhere to the Municipal Owned Vehicles Usage Policy 2024-01. I understand the guidelines outlined in the policy, including but not limited to:

- Proper use of municipal vehicles for official duties only.
- Compliance with traffic laws and regulations while operating municipal vehicles.
- Reporting any accidents or damages involving municipal vehicles immediately to the appropriate authorities.
- Maintaining cleanliness and proper care of municipal vehicles.
- Prohibition of unauthorized passengers in municipal vehicles.
- Prohibition of personal use of municipal vehicles without prior authorization.

I agree to abide by these guidelines and understand that failure to comply may result in disciplinary action, up to and including termination of employment.

Employee Signature: _____

Date: _____

Harvey Rural Community acknowledges receipt of this form and confirms that the employee has been provided with the Municipal Owned Vehicles Usage Policy 2024-01.