



Title: Vehicle/Service/Heavy Equipment Usage Policy	Policy Use: Internal
Department: Communications	Policy Number: VSHEUP-4
Approval Date: July 16, 2019	Implementation Date: July 16, 2019
Schedule Review Date: July 14, 2020	Actual Review Date:

Policy overview:

The Town of Victoria company vehicle policy gives employees guidelines for using a company vehicle/s. A “town owned vehicle” is any vehicle the Town of Victoria utilizes for the sole purpose of carryout work associated within the scope of provide services as defined within the Municipalities Act, 1999 or any other government department or affiliated agency, more specifically as services taken on by the Town of Victoria. This policy applies to all employees who use a town vehicle, including all service or operating equipment, within the scope of their job description, provision of town services and applies during and outside of working hours when carrying out assigned and authorized job duties relating to scope of town work.

Qualifying for use of a town owned vehicle:

Only authorized employees may use/operate a town owned vehicle/equipment for the sole purpose of carrying out any work duties assigned by Council, the Town Clerk Manager or Town Working Foreman or within the scope of providing fire or emergency services, as authorized by Council. The Town Clerk Manager/Working Foreman may assign or direct a specific vehicle/heavy equipment to any employee solely for work purposes.

For an employee to be eligible to use of town vehicles, heavy equipment or service vehicles he/she must submit a copy of their driver’s license in good standing and licence held must be valid for type of motor vehicle being used and must provide a driver’s abstract that is in good standing for a minimum of three (3) years. Must not have any pending fines or charges relating to driving ability. Any operator who has his/her driver's license revoked or suspended shall notify the Town of Victoria immediately. In this event, the operator shall immediately cease any usage of personal vehicles for business use.

A clean driving record means the employee has not been held at fault for a vehicle accident or arrested on charges of violating vehicle and traffic laws. The Town of Victoria can assign and revoke access to town vehicles, service or operating equipment at its discretion.

Town vehicles for employees with disabilities:

The Town of Victoria will make reasonable accommodations to facilitate town vehicle use for eligible employees with disabilities.

Town of Victoria Vehicle Rules:

- No personal use of town owned and operated vehicle or service/heavy equipment.
- Must obey all Government/Municipal traffic laws and be courteous toward other drivers.
- Vehicle maintenance checks must be carried out daily.
- Report any damage or problems to your assigned vehicle immediately.
- Report changes to your driver privileges, such as driver's license suspension, immediately.
- Vehicles must be parked in a safe, secure location, windows up and all doors locked.
- Keys are not permitted to be left in any town owned vehicles, service or heavy equipment.
- Bring vehicle to scheduled maintenance appointments.
- Do not drive while intoxicated, fatigued, or on medication that affects your driving ability which includes but not limited to: drugs, controlled substances, alcohol or any substances that causes intoxication, fatigue or affects a persons ability to conduct their work duties in a safe and effect environment and/or may cause unsafe or a harmful work environment for other employees.
- In order to prevent injury to the operator of the vehicle, as well as bystanders, all cargo inside or on the vehicle must always be secured and stored safely. This will prevent unintentional movement, damage to the vehicle, and/or cargo.
- Do not smoke in any town vehicle.
- Document driving expenses.
- Do not use cell phones or other electronic devices or text while driving.
- Do not allow unauthorized drivers to use a company vehicle unless required by an emergency.
- No hitchhikers or any other unauthorized passengers.

Employees who violate company vehicle rules are subject to disciplinary actions which may include verbal and written warnings, suspension of vehicle privileges, termination and legal action.

Accidents:

- Contact work supervisor or department head immediately who will contact the Town Clerk Manager who will contact the insurance provider.
- An incident report MUST be completed immediately.
- Follow legal guidelines for exchanging information with other drivers and report the accident to local police if required.
- Do not guarantee payment or accept responsibility without company authorization.

Town of Victoria Vehicle Policy Responsibilities:

- Employees must ensure vehicles are safe before use.
- Scheduling regular maintenance.
- Providing vehicle insurance.
- Retiring and replacing vehicles as needed.

What Town of Victoria Vehicle Policy is not responsible for:

- Paying fines employees receive while driving town vehicles, service or heavy equipment while carrying out work or services duties for which they are responsible for within the scope of their job or service duties.
- Making bail for employees who are arrested while driving town owned/operated vehicles, service or heavy equipment.

Any person who neglects or fails to comply with, or acts, in contravention of any one part or all of this policy shall be guilty of an offence and the Town of Victoria will not be held liable for any accidents, damages or losses incurred by employees while using a personal vehicle for town business purposes.

This policy shall come into effect on the (16/July/2019) and may be cited as the Town of Victoria Vehicle, Service & Heavy Equipment Usage Policy.

Signed by Mayor: _____
Barry Dooley

Witnessed by: _____
Shelly Butt, Town Clerk Manager or Alternate