



## **STAFF REPORT**

**Title:** Human Resources Policy No. 21.0 - Vehicle and Equipment Use Policy

**Meeting Date:** January 21, 2020

---

### **Executive Summary:**

Administration is committed to the safe, courteous and efficient operation of vehicles and equipment and over the past few years has been working to enhance its service levels, and preventive maintenance programs and processes. As part of the process, administration has developed a Fleet Management Manual which is ready for implementation.

The manual will cover all aspects of the City's Fleet Management System and provide a consistent application of the fleet management principles and implementation throughout the City of Cold Lake. It will help the City of Cold Lake to ensure compliance with National Safety Code for Motor Carriers, the Provincial Traffic Acts and the Criminal Code of Canada.

In order to have the Fleet Management Manual implemented throughout the organization, a new Human Resource Policy No. 21.0 – Vehicle and Equipment Use Policy has also been developed and is attached to the report.

The new proposed policy blends the two existing policies and provides context for the implementation of the Fleet Management Manual. Administration is presenting the new policy and Fleet Management Manual to Corporate Priorities Committee of Council for feedback and seeking recommendation for Council's approval.

### **Background:**

The City of Cold Lake's fleet includes 468 vehicles and equipment, ranging from waste trucks to lawnmowers and trailers. In the last 8 to 10 years, as the City of Cold Lake was investing heavily in infrastructure rehabilitation it also enhanced its service levels and programs. The City's service level delivery depends directly and/or indirectly on fleet, whether it is a water line repair or a trip to the bank, a reliable and efficient fleet is required. This demands a good robust preventive maintenance program and supporting policies/procedures.

Administration has been working for the last few years to enhance the existing fleet management program and included preventive maintenance processes. Out of several



components, the Fleet Management Manual is the most important piece of the program which has been now completed and is ready for implementation.

The manual provides a living document that will not only convey the City's policies and procedures as well as provide guidelines on preventive maintenance procedures including operator/driver certification and licensing. The manual addresses the following items:

- Fleet Organization and Management
- Fleet Operations
- Fleet Regulations
- Procurement of City Assets
- Driver's License Policy
- City Fleet Safety Program
- Fleet Management System
- Driver/Operator Procedures
- Commercial Vehicle Dimension and Weight Regulations
- Safety Manual – Safe Driving Directive
- Safety Manual – Smoking Directive Para
- Safety Manual – Safe Vehicle Positioning/Backing Directive
- Distracted Driving Legislation – 2016
- Commercial Vehicle Safety Regulations
- Purchasing of Goods and Services Policy 114-FN 09
- Commercial Vehicle Certificate and Insurance Regulations
- Transportation of Dangerous Goods Regulations
- Preventive Maintenance Directive

Consistent application of the principles of Fleet Management will result in the most effective use of available resources and ensure maximum support for critical City missions. The policies and procedures contained in the manual are designed to serve all levels of the organization and will be consistently implemented throughout the City of Cold Lake to ensure compliance with the National Safety Code for Motor Carriers, the Provincial Traffic Acts and with the Criminal Code of Canada.

All City employees will be responsible for reading the Fleet Management Manual and complying with its policies and procedures and shall refer to it for further details and directions in regards to vehicle and equipment use and or requirements.

In order to implement the manual and enhance the preventive maintenance procedures, City of Cold, over the past few years, has been enhancing and streamlining the



supporting infrastructure. Some of the items/new technology previously implemented include.

- An upgraded Fuel Management and Reporting System
- The RTA Vehicle Reporting System
- Vehicle numbering system

The implementation of the Fleet Management Manual requires a supporting policy, duly approved from Council. Therefore a new policy named Human Resource Policy 21.0 – Vehicle and Equipment Use Policy has been developed, which is intended to replace existing Policy 21.0 – Vehicle Use. Furthermore, the new policy will address the existing Policy 29 – Driver Abstract and therefore Policy 29 will be rescinded.

The new proposed policy not only blends the existing two policies mentioned above but also provide context for the implementation of the Fleet Management Manual along with enhancement/inclusion of the certain new clauses based on the trending of last few years.

**Alternatives:**

The Committee may consider the following options:

1. Recommends to Council to approve the new Human Resources Policy No. 21.0 - Vehicle and Equipment Use Policy at the January 28, 2020 regular Council meeting.
2. Direct Administration to prepare amendments to the Human Resources Policy No. 21.0 - Vehicle and Equipment Use Policy, and bring it to the February 18, 2020 Corporate Priorities Committee meeting for further discussion.

**Recommended Action:**

That the Corporate Priorities Committee of Council recommend that Council adopt Human Resources Policy No. 21.0 being the Vehicle and Equipment Use Policy.

**Budget Implications (Yes or No):**

Yes

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer