

## 21.0 Vehicle and Equipment Use

Topic:  <b>Vehicle and Equipment Use</b>	Effective Date:
	Approved by CAO Kevin Nagoya:
Subject Area:  Human Resources	Date of Next Review:
	Date(s) Revised: December 3, 2019

### Policy Statement:

All employees are responsible for the implementation of this policy while driving City vehicles and equipment. The City is committed to the safe, courteous, and efficient operation of vehicles and equipment. City vehicles/equipment are to be operated in a safe and courteous manner at all times having regard for the other users of the roadway.

### Purpose:

The purpose of the Fleet Management Manual is to ensure that the City of Cold Lake's commitment to the Fleet Management and Safety program is recognized by the City of Cold Lake with a directive that the program be reviewed periodically and 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 shall be responsible for reading the Fleet Management Manual and complying with its policies and procedures and shall refer to the Fleet Management Manual for further details and directions in regards to vehicle/equipment use and or requirements.

### Managerial Guidelines:

- 21.1 The City of Cold Lake owns and operates a fleet of vehicles for use by the City employees when conducting City business. This policy refers to all City insured vehicles/equipment that may include rented, hired or leased items. Only authorized City personnel may operate City vehicles or equipment.
- 21.2 City owned vehicles and equipment are to be used only for the transportation of personnel who are employed by the City of Cold Lake, and for persons the employee must transport as part of their duties.
- 21.3 Only authorized City personnel may operate City vehicles/equipment. No passengers other than City Employees are allowed to travel in City vehicles/equipment, except in instances where those passengers are involved in the City related activities for which the vehicle/equipment is being used. Any exceptions must be approved by CAO or designate.

Requirements to Operate City Vehicles or Equipment:

- 21.4 In order to be authorized to drive City vehicles or equipment, City employees:
- 21.4.1 Must have a valid driver/operator licence with the required endorsements when using City vehicles and/or equipment on roadways;
  - 21.4.2 Must have read and understood the City vehicle/equipment use policy and the City of Cold Lake Fleet Management Manual.
  - 21.4.3 Must have been properly trained in the use of that vehicle or equipment;
  - 21.4.4 Must satisfy all additional safety and/or operational requirements established by the City;
  - 21.4.5 Must ensure all drivers/operators and passengers of city vehicles/equipment with seat belts or safety harnesses shall ensure that the belts/harnesses are adjusted properly and fastened upon entering the vehicle and that they are worn while the vehicle/equipment is in motion.
  - 21.4.6 Acknowledge that drivers/operators on frequent stop pick-ups or drop-offs may drive without seatbelts being fastened while in the performance of their duties.
  - 21.4.7 Acknowledge that drivers/operators may unfasten their seat-belts when operating vehicles/equipment in reverse.
  - 21.4.8 Where a valid Driver's License is essential to the performance of their duties, a suspension or revocation of a Driver's License could result in an employee's employment being terminated for just cause. If an employee is unable to perform their usual duties because of loss or suspension of a Driver's License, the employee may be placed in some other suitable position if such position is available and undue hardship is not imposed on the City, or the employee may be required to take unused vacation or an unpaid leave of absence.
  - 21.4.9 Any employee found operating vehicles/equipment illegally will be subject to disciplinary procedures up to and including termination of employment.

Manager Responsibilities:

- 21.5 Managers are responsible for the enforcement of this policy and its procedures, and to ensure City employees have the correct information regarding vehicle and equipment use.

Supervisor Responsibilities:

- 21.6 Supervisors are responsible for adhering to this policy and its procedures, ensuring the procedures are followed, documenting and bringing forward issues to their Department Manager for review, and ensuring City employees have the correct information regarding vehicle and equipment use.

Employee Responsibilities & Obligations:

- 21.7 All City staff are responsible for the safe and efficient operation of City vehicles and equipment when in use. As such, an operator of City vehicles or equipment:
- 21.7.1 Must comply with all posted speed limits, applicable Provincial and Federal traffic acts, laws and regulations, and any City of Cold Lake laws/bylaws or policies;
  - 21.7.2 Must follow, unless otherwise restricted by instructions applicable to specific types or loads or operations, the maximum speed for city vehicles/equipment outside of city establishments. Speeds shall be restricted according to vehicle/equipment specifications.

- 21.7.3 Acknowledge that while operating City vehicles/equipment authorized drivers/operators are bound by the Criminal Code of Canada, the National Safety Code for Motor Carriers, and Provincial Traffic Acts. All persons using a City vehicle and/or equipment on roadways must have a valid driver's/operator's license with the required endorsements. Drivers/operators are bound by International laws while driving outside of Canada. The City of Cold Lake may impose specific authorization requirements in addition to those required by Canadian Law.
- 21.7.4 Must ensure City vehicles/equipment are used only by employees in the performance of their duties, for authorized training purposes and/or City business and are not to be used for personal business.
- 21.7.5 Must park City vehicles or equipment in their designated department parking area(s), upon completing as assigned task, and lock all vehicles or equipment to help prevent theft.
- 21.7.6 Acknowledge that drivers/operators and passengers are not permitted to smoke in city owned vehicles/equipment.
- 21.7.7 Must not operate City vehicles or equipment while impaired by, or under the influence of, drugs, alcohol, or other substances that adversely affect the safe operation of City vehicles or equipment. Doing so is just cause for dismissal.
- 21.7.8 Must perform an inspection as per the (VMRS) Vehicle Reporting Maintenance System, reporting any damages or servicing needs to the appropriate Supervisor.
- 21.7.9 Must report all incidents immediately to their supervisor. It will be the Supervisor's responsibility to ensure that an incident investigation is completed and remitted to the Safety Advisor.
- 21.7.10 Must report all traffic violations to the employer. The driver will be responsible for driving infractions, including but not limited to, fines or penalties related to operating City vehicles or equipment.
- 21.7.11 Must notify their immediate supervisor, who will notify the employer, if their license has been suspended or revoked.
- 21.7.12 Must report any medical condition, disease, or disability which may interfere with the safe operation of City vehicles or equipment to their immediate supervisor.
- 21.7.13 Ensure that their licence does not expire.

City Cell Phones and Two-Way Radio Communication:

- 21.8 Drivers / operators of City vehicles/equipment are prohibited from using hand held telecommunications devices while the vehicle is in motion. Drivers/Operators must safely stop and park, prior to using hand-held telecommunication devices. Two-way radio communication and hands-free technology are permitted while the vehicles/equipment is in motion, but conversations must be kept brief.

Priority of Use of City Vehicles:

- 21.9 If a City employee is attending training courses, seminars, meetings, inspections, or events required for their job, At the discretion of the manager the employee must use either:
  - 21.9.1 A city vehicle or;
  - 21.9.2 A rental vehicle;
  - 21.9.3 If there is no City owned vehicle or rental vehicle available, approval for mileage reimbursement must be approved by department Manager for using personal vehicles.

On-Call Vehicles:

- 21.10 The City of Cold Lake recognizes that some staff are required to be available with minimal notice in case of emergency, and therefore, will provide a vehicle to ensure prompt response times. On-call staff may include the following, but is not limited to, Fire Service vehicles, Operational Managers, Infrastructure Services, the Safety Advisor, and designated Foreman. The CAO or their designate must approve the on-call status of an employee before vehicles or equipment can be taken home. This authorization is granted with the understanding that such use will be confined to the boundaries of the City of Cold Lake, except in the case of an emergency.

City Vehicle and Equipment Use Privileges:

- 21.11 Employees may take the City vehicles/equipment home over the lunch hour as long as they get approval from their foreman/manager.
- 21.11.1 City vehicle and equipment driving/operating privileges may be terminated or reinstated at the sole discretion of the CAO or their designate.

Drivers Abstracts:

- 21.12 The Human Resources department shall keep a copy of each employee's Driver's Abstract in accordance with the City's Records' Retention and Destruction Schedule.
- 21.12.1 The City is required by law and their insurance company to comply with rules and Regulations regarding Driver Abstracts for City employees operating City owned vehicles. Driver Abstracts shall be used to determine whether an employee has a record of offences which would render them unsuitable for driving privileges.
- 21.12.2 The City will update all driver abstracts annually for its employees.
- 21.12.3 The fee associated with obtaining the out-of-province Driver's Abstract shall be reimbursed by the City upon proof of valid receipt.
- 21.12.4 Employees who are a resident of a province other than Alberta must provide a current, three (3) year Driver's Abstract.
- 21.12.5 If an employee's driver abstract has more than eight (8) points, or if a GDL driver abstract has more than 4 points, the following may be implemented:
- 21.12.5.1 Suspension of driving privileges on City vehicles and equipment;
- 21.12.5.2 Restrictions as to the type of City vehicles or equipment that can be operated;
- 21.12.5.3 Mandatory defensive driver training course(s) to reduce points.