

COPY

21.0 Vehicle Use

Topic: Vehicle Use	Effective Date: July 1, 2004
	Approved by CAO Kevin Nagoya: 
Subject Area: Human Resources	Date of Next Review:
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Policy Statement:

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. City vehicles are to be operated in a safe and courteous manner at all times having regard for the other users of the roadway. They 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.

Managerial Guidelines:

General

- 21.1 The City of Cold Lake owns and operates a fleet of vehicles for use by the City employees when conducting city business.
- 21.2 The Traffic Safety Act of Alberta gives the City the Authority to manage its transportation options, as well as the vehicle travel practices of employees of the City. The city is committed to the safe, courteous and efficient operation of vehicles.
- 21.3 The City supports and facilitates safe, cost-effective, expeditious transportation through vehicle management and maintenance services, comprehensive driver training and education programs, a variety of procurement procedures including preferred vendor agreements, and risk management initiatives. The Operations Manager, reporting to the General Manager coordinates the purchase of new or used trucks, vans or trailers to obtain the most appropriate, efficient and cost-effective vehicle.

- 21.4 City vehicles are purchased using the appropriate Supply Management Services procurement procedure. Some city vehicles are reserved for the exclusive use of specific departments or units. City vehicle management and driver safety requirements extend to those departments specific vehicles, and compliance with City policies and procedures is the responsibility of the department.
- 21.5 The Vehicle shop manages and maintains city vehicles.
- 21.6 Only authorized City personnel may operate City vehicles/equipment. No passengers other than City Employees are allowed to travel in City vehicles, except in instances where those passengers are involved in the City related activities for which the vehicle/equipment is being used. All exceptions must be approved by the Chief Administrative Officer.
- 21.7 All persons operating a City vehicle and/or equipment on public streets must have a valid Driver's License with the required endorsements. The City of Cold Lake may impose specific authorization requirements in addition to those required by Canadian Law.
- 21.8 While operating City vehicles in Canada, authorized drivers are bound by the Criminal Code of Canada, the National Safety Code for Motor Carriers, Provincial Traffic Acts and Regulations, Municipal Bylaws and City Policy and Procedures. While operating vehicles outside of Canada, authorized drivers must continue to comply with all City policies and procedures, while observing all applicable laws and regulations of their current geographical location.
- 21.9 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 the Employee's 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.
- 21.10 When operating City vehicles/equipment, seatbelts and any required personal protective equipment must be worn at all times. Authorized drivers must operate and care for City vehicles in a safe, efficient and professional manner at all times, ensuring the safety of authorized passengers and maintain the integrity of any cargo.
- 21.11 Vehicles/equipment are not to be operated above the posted speed limit. All traffic laws are to be observed by an Employee when operating a City vehicle/equipment.

- 21.12 The Employee is responsible for all fines and penalties related to any infractions while operating a City vehicle/equipment.
- 21.13 There is to be absolutely no smoking in City vehicles/equipment.
- 21.14 Employees must not operate City vehicles/equipment while impaired by alcohol or drugs. Doing so is just cause for dismissal.
- 21.15 Employees must not operate City vehicles/equipment while under the influence of alcohol or drugs which adversely affects the safe operation of such vehicles/equipment. Doing so is just cause for dismissal.
- 21.16 Except as specifically permitted for fire, on-call response, and booked travel Employees are not authorized to use City vehicles/equipment for personal business, to operate City vehicles/equipment outside of City boundaries, or to retain City vehicles/equipment overnight at their place of residence.
- 21.17 The Employee operating a vehicle/equipment should inspect the vehicle before use and report any damages or servicing needs to the appropriate Supervisor or Management.
- 21.18 All accidents involving a City vehicle/equipment must be reported immediately to Employee's Supervisor or Management and require the completion of an Incident Report by the Employee.
- 21.19 Upon request from the City, an Employee who operates a City vehicle/equipment may be required to provide a satisfactory Driver's Abstract to the City in order to operate, or continue operating, a City vehicle/equipment.
- 21.20 Driver of City vehicles are prohibited from using hand held telecommunications devices while the vehicle is in motion. Drivers must safely stop and park, prior to using hand-held telecommunication devices. Two-way radio communication and hands-free technology are permitted while the vehicle is in motion. Conversations must be kept brief.

Fire Service Vehicles

- 21.21 The Fire Chief or Acting Fire Chief in their absence, are authorized to take City vehicles home and to use them for personal business as they are required to facilitate immediate response to emergency situations. 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.
- 21.22 Reports of damage or service needs for Fire Service vehicles should be made to the Fire Service Manager.

On-Call Vehicles

- 21.23 Employees designated as "on-call" are authorized to take City vehicles home and to use them for personnel business as they are required to facilitate response to emergency situations. 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.
- 21.24 No passengers other than City Employees are allowed to travel in City vehicles, except in instances where those passengers are involved in the City related activities for which the vehicle/equipment is being used. All exceptions must be approved by the Chief Administrative Officer.