

VEHICLE USAGE POLICY

Subject: Staff Use of County Vehicles Ref: Public Works

Code: 18

Date Approved: June 14, 2022 Motion No: 254/14/06/22 Replaces: 69/08/02/11

The County of Northern Lights believes in providing and maintaining a functional fleet of vehicles with which to provide its programs and services to the County.

The County of Northern Lights proposes to do this by establishing procedures for the control and management of staff use of these vehicles.

Signed: 

Chief Elected Official

Signed: 

Chief Administrative Officer

PROCEDURE

1. Where operationally feasible to do so, all full-time employees of the County shall have access to a County owned or leased vehicle during working hours and/or when required to perform their duties.
2. Casual or contract employees will have access to a County owned or leased vehicle if available, and at the discretion of Executive.
3. If an employee and/or a member of council is unable to be provided with a County owned or leased vehicle, the County shall reimburse the employee for use of his/her own vehicle in accordance with the Travel Policy.
4. Employees may rent a vehicle directly from the private sector only if a County owned or leased vehicle is not available, and the request has been approved by a member of the Executive.
5. Vehicles may be made available to Councillors and Committee members only when it will not interfere with the operations of the County in adherence with insurance requirements.
6. Council and Committee members attending conferences, seminars, etc and requiring to rent a vehicle, shall require approval from Council prior to renting.
7. Where operationally feasible to do so, an employee who is assigned on-call duty shall be supplied with a vehicle for a faster and more efficient response. Any employee who lives outside of the County must have approval from the Executive before taking a vehicle home on call.
8. An employee who is authorized to use a vehicle for travel between their residence and their place of work for on-call duty or as an employment benefit will incur a taxable benefit.
9. An employee who is authorized to use a County owned or leased vehicle will be required to fill out a monthly refuelling and walk around form. Tire pressure, oil and fluid levels, lights and brakes need to be checked during re-fueling by performing a walk around the vehicle.
10. The vehicle shall not be used for personal use. All employees of the County utilizing a County owned or leased vehicle will abide by all traffic laws and will be responsible for any traffic violation tickets issued to them and/or the vehicle while under their possession.

11. All employees shall acknowledge that having a vehicle is a benefit and any abuse of it could result directly in disciplinary measures and/or removal of the vehicle benefit.
12. Employees traveling outside the County may be allowed to travel with spouses and/or family members, providing there is no additional expense to the County, the final approval having been granted by the Chief Administrative Officer and/or the Director of Public Works.
13. Any employee tampering with the installed GPS units could result directly in disciplinary measures and/or removal of the vehicle benefit. Information collected by the GPS system will be utilized by executive and any concerns addressed directly with employees.
14. All employees operating a County owned or leased vehicle will report any accidents, incidents and near misses.
15. Whenever practical and safe to do so, an employee shall stop and assist in an emergency situation on County roads and/or on highways running through the municipality.