

Millet

Proud to be

TOWN OF MILLET Use of Town Owned Vehicles and Equipment

Policy Number: 1

Date of Issue: February 26, 2020

Motion Number: 85/20

Number of Pages: 4

Supersedes: November 28, 2018

Signature of Approval: 
Tony Wadsworth, Mayor

POLICY STATEMENT:

To establish guidelines for the use of Town owned vehicles and equipment by all staff and authorized volunteers and to address overall safety, reduce injury, eliminate claims costs as well as provide employee expectations by the Town of Millet.

Policy #1 - Town of Millet - Use of Town Owned Vehicles and Equipment

Two major factors influence the consideration of use of Town owned vehicles and equipment;

- a) To demonstrate transparency to residents regarding the operation and use of Town owned vehicles and equipment, and;
 - b) The Income Tax Act requires that the personal use of a company or government owned vehicle be declared as a taxable benefit to the driver.
1. Council authorizes the use of Town owned vehicles and equipment by authorized Town staff in the performance of their duties.
 2. When vehicles are not in use, pursuant to Section 1, vehicles shall be housed at the public works yard. When responding to an emergency, the employee shall proceed to the public works yard to pick up a town vehicle. Employees who are on weekly stand-by may store the vehicles at their private residence while on stand-by.
 3. Town owned vehicles shall not leave the corporate limits of the Town of Millet except in the following circumstances;
 - a) when Bylaw staff are providing services to other communities,
 - b) during regular business hours when the performance of Town business requires; and
 - c) where other or exceptional temporary circumstances arise and only then with;
 - i. the express permission from the CAO or designate, and;
 - ii. where the CAO has ensured that Council is made aware of the circumstances.
 4. Town vehicles shall not be used;
 - a) to transport any passenger(s) for any purpose unrelated to the conduct of Town business,
 - b) for family vacations, general shopping, movement of household goods, socializing or any other purpose which is clearly personal and unrelated to the delivery of Town services.
 5. An exception to Section 1, is that town vehicles may be used at any time of the day by authorized volunteers designated by the Communities in Bloom program, but such use is limited solely to the activities of Communities in Bloom, except with;
 - i. the express permission from the CAO or designate, and;
 - ii. where the CAO has ensured that Council is made aware of the circumstances.
 6. The responsibility to authorize the use of Town vehicles, within the guidelines above, is hereby delegated to the town Chief Administrative Officer.
 7. All personnel and authorized volunteers who operate a Town owned vehicle must sign a Driver License Acknowledgement Agreement and that Agreement must be acknowledged and signed by the CAO.
 8. Failure to comply with any section of this Policy will result in disciplinary action.

ASSIGNMENT OF DRIVER RESPONSIBILITIES

All personnel and authorized volunteers who operate a vehicle while doing business for the Town of Millet must:

- Possess a valid driver's license for the type of vehicle(s) to be operated.
- Ensure all cargo is secure.
- Refrain from driving while under the influence of alcohol, cannabis, illicit drugs or prescribed medication that impairs ability to operate a vehicle or equipment.
- Obey all traffic laws.
- Use seat belt - buckle up!
- Refrain from displaying or reacting to road rage.
- Immediately report any vehicle deficiencies to immediate Supervisor.
- Drive according to weather and highway conditions.
- Refrain from tailgating.
- Be physically fit to operate the vehicle.
- Drive courteously.
- Check and validate that ancillary equipment is in/on the vehicle (i.e. first aid kit, fire extinguisher and roadside emergency kit).
- The interior of the vehicles shall be kept clean.
- Use of handheld cell phones and/or texting devices is strictly prohibited while driving.
- Perform a pre-trip inspection of the vehicle they are driving.

GENERAL OPERATING PROCEDURES

All personnel and authorized volunteers operating Town owned vehicles shall have a proper and valid license for the vehicle or equipment they are operating. A copy of current operator license is kept in personnel file at the Town Administration office, except in the case of the Millet Fire Department personnel whose information will be retained by the Millet Fire Department. A driver abstract will be obtained by the Town at the Town's expense.

If any Town employee or authorized volunteer loses their operator's license, their Supervisor **MUST** be made aware **IMMEDIATELY**.

The operator of the vehicle/equipment is responsible to report any service requirements as they occur to their immediate Supervisor.

The operator is responsible for notifying the proper authorities should they become involved in an accident and must report the accident to their immediate Supervisor.

Any fines or violations against any employee while driving a Town owned vehicle are the sole responsibility of the operator.

Smoking and vaping are prohibited in all Town owned vehicles and equipment.

DRIVER LICENCE ACKNOWLEDGEMENT AGREEMENT

This agreement hereby gives me notice, which I hereby confirm that it is my responsibility as an employee/authorized volunteer and driver to notify the Town of Millet forthwith in the event of any of the following occurrences.

1. I receive a ticket, written warning notice or an inspection report from law enforcement official while operating a vehicle on behalf of the Town of Millet. It is also my responsibility to notify the Town of Millet when I receive any driving convictions while operating my own vehicle or any vehicle within my control.
2. My driver's license is cancelled, suspended or restricted as a result of a license prohibition, court judgement, non-payment of child support, suspension by a peace officer, medical condition or for any other reason as may be imposed by those having the legal authority in a jurisdiction within Canada or the United States.
3. If I have a medical condition, or if I am using medicine or other medication, that will affect my ability to safely operate a vehicle.

My signature as identified below, confirms that I am aware that it is my responsibility to notify the Town of Millet in the event of any of the above occurrences.

Failure to notify the Town of Millet forthwith will result in disciplinary action by the Town up to and including dismissal and/or withdrawal of all driving privileges.

Signature of Employee/Authorized Volunteer

Date

Chief Administrative Officer

Date

Millet

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TOWN OF MILLET Use of Town Owned Vehicles and Equipment

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Date of Issue: November 28, 2018

Motion Number: 313/18

Number of Pages: 3

Supersedes: OLD

Signature of Approval: 
Tony Wadsworth, Mayor

POLICY STATEMENT:

To establish guidelines for the use of Town owned vehicles and equipment by all staff and volunteers.

Town of Millet - Use of Town Owned Vehicles and Equipment

Two major factors influence the consideration of use of Town owned vehicles and equipment;

- a) Town residents have expressed concern that Town employees could be perceived to be using a Town vehicle for personal purposes at the tax payers' expense, and
 - b) The Income Tax Act requires that the personal use of a company or government owned vehicle be declared as a taxable benefit to the driver.
1. Council authorizes the use of Town owned vehicles and equipment by public services staff in the performance of their duties only during regular business hours of 8:00 am to 4:30 pm, Monday to Friday and by employees who are on weekly stand-by, when responding to emergency calls.
 2. When vehicles are not in use, pursuant to Section 1, vehicles shall be housed at the public works yard. When responding to an emergency, the employee shall proceed to the public works yard to pick up a town vehicle. Employees who are on weekly stand-by may store the vehicles at their private residence while on stand-by.
 3. Town owned vehicles shall not leave the corporate limits of the Town of Millet except during regular business hours and only for the purpose of Town business except with permission from the CAO or designate.
 4. Town vehicles shall not be used;
 - a) to transport any passenger(s) for any purpose unrelated to the conduct of Town business,
 - b) for family vacations, general shopping, movement of household goods, socializing or any other purpose which is clearly personal and unrelated to the delivery of Town services.
 5. Failure to comply with Section 4, will result in disciplinary action.
 6. An exception to Section 1, is that town vehicles may be used by volunteers after regular business hours, participating in the Communities in Bloom program but the use is limited to the activities of Communities in Bloom.
 7. The responsibility to authorize the use of Town vehicles, within the guidelines above, is hereby delegated to the Town Chief Administrative Officer.

Town of Millet - Use of Town Owned Vehicles and Equipment

ASSIGNMENT OF DRIVER RESPONSIBILITIES

All personnel who operate a vehicle while doing business for the Town of Millet are expected to:

- Possess a valid driver's license for the type of vehicle(s)/equipment to be operated.
- Ensure all cargo is secure.
- Refrain from driving while under the influence of alcohol, illicit drugs or prescribed medication that impairs ability to operate a vehicle or equipment.
- Obey all traffic laws.
- Use seat belt, buckle up!
- Refrain from displaying or reacting to road rage.
- Immediately report any vehicle deficiencies.
- Drive according to weather and highway conditions.
- Refrain from tailgating.
- Be physically fit to operate the vehicle.
- Drive courteously.
- Check and validate that ancillary equipment is in/on the vehicle (i.e. first aid kit, fire extinguisher and roadside emergency kit).
- Keep the interior of the vehicles shall be kept clean.
- Not use handheld cell phones and/or texting devices is strictly prohibited while driving.

GENERAL OPERATING PROCEDURES

All personnel operating Town owned vehicles shall have a proper and valid license for the vehicle or equipment they are operating. A copy of operator license is kept in personnel file at the Town Administration office. When an employee license is renewed, an updated copy is also to be provided to the Town of Millet.

An employee whose job description requires that they carry a valid driver's license must report any change in writing in the status of their driver's license which results in the loss and / or suspension of the license required to do his / her job.

The operator of the vehicle/equipment is responsible to report any service requirements as they occur to the Director of Public Services.

The operator is responsible for notifying the proper authorities should they become involved in an accident and must report the accident to the Director of Public Services.

Any fines or violations against any employee while driving a Town owned vehicle are the sole responsibility of the operator.

Smoking is prohibited in all Town owned vehicles and equipment.

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