
Town of Mulgrave

Use of Municipal Owned Vehicle(s) Policy

Title:

1. This Policy is entitled the "Use of Municipal Owned Vehicle(s) Policy".

Interpretation

2. The intent of the following policy is to provide administrative direction regarding the use of Town owned vehicles in terms of the following:
 - Vehicle Distribution
 - Type of Vehicle
 - Practices Regarding Use
 - Vehicle Maintenance
 - Accident Reporting
 - Vehicle Replacement

3. Council shall purchase and provide particular departments with vehicles for purposes of carrying out Town related business. All vehicles shall be identified as Town Vehicles by the Town decal and a unit number.

Vehicle Distribution

4. Vehicles will be attached to Town programs and services
5. The principles for assigning use of Town vehicles to an individual or a group of workers is that the vehicle will be utilized in the daily delivery of service and not as a matter of convenience.
6. Schedule "A" outlines the service and vehicle attached.

Type of Vehicle

7. The type of vehicle assigned to a service is based upon the principles of cost effectiveness
8. The vehicle will match the service it is designed for.
9. When a change is recommended to the type of vehicle, the recommendation will be brought back for Council approval.

Practices Regarding Use

10. Town vehicles are to be returned to a Town facility at the end of the working day except as follows:

- (1) An employee who is on call as per current call out procedures and practices
- (2) Authorized by the CAO to take a vehicle home for security or emergency purposes.

11. Town vehicles must adhere to posted traffic signs at all times. The driver of a Town vehicle is personally responsible for the payment of any fines or penalties resulting from his/her operation of such vehicle.

12. In no case is a Town Vehicle to be used for any private use or to transport any unauthorized individuals.

13. Vehicles are not to be left idling while unattended.

Vehicle Maintenance

14. The Superintendent of Public Works will be responsible for the development and implementation of maintenance checks and reporting.

15. Employees operating Town vehicles shall perform and document maintenance checks in accordance with town approved maintenance schedules and forms and report any deficiencies to their supervisor.

Accident Reporting

16. In the event of an accident, a written report is to be completed and forwarded to the Chief Administrative Officer (CAO) as soon as possible. The CAO is responsible to notify the Town's insurance adjustors in a timely fashion.

17. In an accident involving another vehicle, insurance information should be obtained from the driver of the other vehicle.

18. All accidents are to be reported to the RCMP.

Vehicle Replacement

19. Vehicle replacement will adhere to the Town's Purchase and Tendering Policy

20. In the absence of fully funded reserves, vehicle replacement will be brought to Council; otherwise the replacement will be handled by the CAO in accordance with this Policy.

Town of Mulgrave Policy & Procedures Manual
Use of Municipal Owned Vehicle(s) Policy

- 21. Council will establish and fund a vehicle reserve fund. Funds will be allocated annually as part of the budget process.
- 22. Vehicle replacement will be calculated on a life cycle basis, consistent with the type of service, mileage and "wear and tear" on the vehicle.
- 23. All former Use of Municipal Owned Vehicle(s) policies of the Town are hereby repealed and this policy is substituted therefore.

Clerk Certification for Town of Mulgrave Policy & Procedures Manual:

Date of notice to Council Members of Intent to Consider [7 Day minimum]: May 26, 2008
Date of Passage of Current Policy: June 2nd, 2008

I certify that this Use of Municipal Owned Vehicle(s) Policy was adopted by Council as indicated above.

Jeff Attkens
Clerk

June 2nd, 2008
Date