

Policy No.: Policy Title: Approval Date: Department:	HR-4003 Town Owned Vehicle Use March 10, 2025 Corporate Services
Revisions:	February 14, 2022

Policy Statement:

The Town of Vegreville recognizes that vehicles play an essential role in the provision of services within the municipality. It is also clear that in order to carry out their duties in an efficient and effective manner, employees must have reasonable access to Town vehicles. It should be emphasized that these vehicles are public assets and must be used appropriately.

1.0 Reason for Policy

- 1.1 To establish a policy for use of Town of Vegreville owned and leased vehicles.

2.0 Related Information

- 2.1 Town of Vegreville Health, Safety & Environment Manual
- 2.2 Town of Vegreville HR-4001: *Employee Policy Manual*
- 2.3 Drivers of Town vehicles are responsible for operating Town vehicles according to this policy and must obey all Federal, Provincial, and local laws and regulations. In the event of a conflict, these laws shall take precedence over any Town policy, guideline or procedure, including this policy.

3.0 Definitions

- 3.1 **Employee** means any CAO, Director, Manager, Casual Employee, Full-time Employee, Part-time Employee, and/or Temporary Employee as defined by HR-4001: *Employee Policy Manual*.
 - 3.1.1 Members of the Vegreville Fire Department fall under the definition of Casual Employee as they work on a call-in basis.
- 3.2 **Non-Employee** means any contractor, vendor, supplier, or resident acting as passenger in a Town-owned vehicle specifically for work-related purposes.

4.0 Responsibilities

4.1 Town Council to:

- 4.1.1 Approve by resolution this policy and any amendments.
- 4.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

4.2 Chief Administrative Officer to:

- 4.2.1 Implement this policy and approve procedures.
- 4.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

4.3 Director/Manager of the Department to:

- 4.3.1 Ensure implementation of this policy and procedure.
- 4.3.2 Ensure that this policy and procedure is reviewed every three years.
- 4.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.
- 4.3.4 Understand, and adhere to this policy and procedure.
- 4.3.5 Ensure employees are aware of this policy and procedure.

4.4 All Employees to:

- 4.4.1 Understand and adhere to this policy and procedure.

5.0 Guidelines

- 5.1 All Employees operating a Town vehicle must review this policy and complete the Employee Acknowledgement (Appendix 'A') prior to operating a Town vehicle.
- 5.2 Employees operating a Town vehicle shall hold a valid Alberta Operator's License and any other operating certificates required for the class of vehicle they are operating.
- 5.3 All Employees operating a Town vehicle will be required to sign a Provincial Abstract Consent Form. By providing the Town with a signed Provincial Abstract Consent Form, the Employee agrees to allow the Town to obtain a driver's abstract annually while the Employee is employed with the Town;

- 5.4** Employees must ensure that Town vehicles are in proper working condition before operation.
- 5.4.1** Employees must report any mechanical defects, collisions, and/or damage to their manager and the Municipal Services department, as soon as practicable.
- 5.5** Town vehicles shall only be used during regular working hours and only for Town business. When not being used, Town vehicles shall be parked and locked at a designated secured site.
- 5.6** Town vehicles may be taken home by designated authorized employees when it is considered to be in the best interest of the Town, positively impacts time management, allows for timely response, and/or when it is deemed the safest option.
- 5.6.1** Employees requiring Town vehicles after hours shall be authorized by their Director/Manager and adhere to the same usage rules applied during regular working hours.
- 5.6.2** Employees authorized to take a Town vehicle home shall ensure that the vehicle is stored securely at all times to prevent damage and/or theft. Employees absent from their residence for an extended period of time shall either return the vehicle to a designated secured site or store it securely at their place of residence.
- 5.6.3** Upon termination of employment, the Employee must return the vehicle, vehicle keys, and all documentation to their Director.
- 5.7** Provided approval is received from their Director, all Employees authorized to attend courses and conferences shall have the option to use Town vehicles and only for Town business.
- 5.8** No one other than an Employee of the Town, or a Non-Employee authorized by the Director/Manager, shall ride with any Employee in a Town vehicle.
- 5.9** Employees are not authorized to use Town vehicles for personal use. In cases where the Employee is authorized to take a Town vehicle home, personal use is not permitted other than to travel from the work site to their residence and return. All other personal use is prohibited, including personal use between the work site and their residence at the beginning and/or end of the workday/shift, outside regular working hours, and while on leave.
- 5.9.1** The CAO may approve exceptions to Section 5.9.
- 5.10** Employees operating a Town vehicle shall adhere to all traffic laws and regulations and shall drive in accordance with the conditions of the road. Traffic fines, parking fines or other penalties for infractions shall be paid by the Employee operating the vehicle at the time of the infraction.



EMPLOYEE ACKNOWLEDGMENT

I, _____ (Employee Name), have read and understand the conditions of the Town Owned Vehicle Use Policy and by signing below acknowledge that I shall operate Town vehicles in accordance with this Policy.

Employee Signature

Witness Signature

Date

Date