

COUNTY OF ST. PAUL NO. 19

Our Mission - To create desirable rural experiences



ADM-13 Driving and Vehicle Use Policy

Department: Administration

POLICY OBJECTIVE:

The County of St. Paul desires to establish guidelines for employee use of municipally owned vehicles and/or equipment as well as the use of personal vehicles to conduct County business activities.

The operation of vehicles and equipment is required to conduct County business. This Policy will specify County standards for employees operating vehicles to conduct County business, control vehicle usage, and reduce the County's liability exposure from the use of vehicles.

POLICY STATEMENT:

1.0 DEFINITIONS

- 1.1 For the purposes of this Policy, the following words shall have the intended meanings provided:
- a) "Vehicle" means a self-propelled wheeled vehicle registered to be driven on highways and may include heavy-duty equipment specifically designed for construction tasks starting in Section 4.0.

2.0 REQUIREMENTS TO DRIVE

- 2.1 Only authorized drivers approved by the employee's immediate supervisor may operate a County Vehicle.
- 2.2 To become authorized, all drivers must demonstrate that they hold a current driver's license and it must be appropriately classed for the Vehicle the driver is assigned to drive. If a new employee holds a driver's license from another jurisdiction with a reciprocal licensing agreement, they must convert that license to an Alberta license within the time period allowable by law and provide their immediate supervisor with a copy of the new license.
- 2.3 Authorized drivers must purchase their driver's license at their own expense. The County may choose to reimburse those employees who gain further licensing at the County's request.

- 2.4 All authorized drivers shall be required to complete an Alberta Government Driver Abstract Consent Form, providing their name, address, driver's license number, date of birth, and signature that will authorize the County of St. Paul to request a Driver's Abstract for any County employee authorized to drive a County-owned Vehicle.
- 2.5 Annual five (5) year Standard Driver Abstracts shall be required for all employees where driving is part of accomplishing their assigned duties. Abstracts shall be procured by the Occupational Health and Safety Department with the consent of the employee and will thereafter become part of his/her permanent personnel file.
- 2.6 Annual five (5) year Commercial Driver Abstracts are required for all employees who are commercial drivers for the County. Abstracts will be procured by the Occupational Health and Safety Department with the consent of the employee. The employee's driver's abstract will thereafter become part of his/her driver file as per the National Safety Code Standard.
- 2.7 Commercial drivers must submit to Public Works a record of all driver and safety-related training that they receive. This documentation shall be maintained in their driver file as per Section 41 of the National Safety Code Standard.
- 2.8 The cost of medicals required as part of the licensing requirements for an employee's position shall be paid for or reimbursed by the County.

3.0 AUTHORIZED USERS

- 3.1 The County of St. Paul requires that certain employees, as a condition of their employment, are "on-call" and have access to a County Vehicle to respond to both emergency and non-emergency situations outside of regular hours of work. When authorized, County Vehicles shall be parked after working hours at the employee's place of residence.
- 3.2 The County authorizes the use of County Vehicles for transportation from work to their home residence daily to support County business activities. Directors shall determine the employees requiring the assignment of a County Vehicle in conjunction with the Chief Administrative Officer.
- 3.3 County Vehicles are considered non-personal use and shall be limited to the performance of duties associated with all operations of the County and shall not be used for any personal use outside the activities contemplated in Section 4.3.
- 3.4 On occasions where, as a condition of employment, an employee does not fall into the category of "on-call" as listed in Section 1.2, but is required to take home a County-owned vehicle on a temporary basis, the employee shall receive authorization in writing from their Director, and shall be required to adhere to this Policy.

- 3.5 All other personnel who may have a Vehicle allocated to them shall return the vehicles to their principal work site at the end of the working day. No unauthorized employees may take a County Vehicle to their principal residence daily after work.
- 3.6 An authorized driver shall not operate a Vehicle if his/her driver's license is invalid, suspended, or revoked. Any change in the employee's operating endorsement, including those received while off duty, must be reported immediately to the employee's supervisor.

4.0 GUIDELINES FOR COUNTY-OWNED VEHICLE USAGE

- 4.1 The County employee assigned to a Vehicle shall be the sole person authorized to use that Vehicle and shall not allow unauthorized individuals to operate or access the Vehicle at any time.
- 4.2 Employees assigned a County Vehicle for commuting purposes may carry out incidental personal activities such as stopping at the grocery store, picking up children or family members, attending appointments, picking up the mail, etc. on his/her way home, but only if the stop does not add undue mileage to the trip and is within a reasonable distance of the route to and from the employee's assigned work site. If incidental personal vehicle use is determined to be abused by the authorized employee's Director, this privilege may be revoked at any time.
- 4.3 Authorized employees assigned a County Vehicle shall be subject to income tax regulations as established by the Canada Revenue Agency. Employees shall track and report their personal mileage accrued while using a County Vehicle to the Payroll Technician annually. The Payroll Technician will include the value of personal mileage, as a taxable benefit, on employees' annual T4 Form.
- 4.4 Authorized drivers shall comply with all Alberta traffic safety laws, legislation, County policies, operating procedures, safety manual, and always act in a safe and courteous manner. Failure to do so may result in disciplinary action.
- 4.5 An authorized driver, while operating a County Vehicle shall:
- a) Obey all posted speed limits and reduce speed in accordance with road, weather, and vehicle conditions and vehicle type;
 - b) Conduct vehicle and/or equipment pre-trip and post-trip inspections and immediately report any problems as soon as becoming aware of the problem;
 - c) Ensure that all vehicles and/or equipment is kept clean, orderly, and that any maintenance concerns are reported to the Shop Manager;
 - d) Not smoke, vape, or use chewing tobacco while using a vehicle or piece of equipment;

- e) Prior to operation, ensure that there is a valid registration, insurance certificate, and all necessary incident reporting forms within the vehicle;
- f) When left unattended, vehicles shall be turned off, keys removed, and doors locked;
- g) Use his or her seat belt at all times;
- h) Be a professional and courteous driver by exercising caution and discretion;
- i) Be prepared to avoid accident-producing situation by practicing and promoting defensive driving skills;
- j) Immediately report all accidents or damage to vehicles or equipment to his or her immediate supervisor and complete or aid with the appropriate incident reporting;
- k) Comply with the Fit for Duty Policy and never operate a County-owned vehicle after the consumption of alcohol, illegal or legal drugs, or the misuse of prescription drugs;
- l) Comply with the distracted driving legislation and never operate a vehicle or piece of equipment while using hand-held phones or electronic devices. Authorized drivers are restricted from placing phone calls, texting, e-mailing, reading printed materials, writing, wearing earphones, engaging in personal grooming or performing any other distracting activities while driving.
- m) Not attempt tasks that are beyond the vehicle's or their own personal capabilities; and
- n) For all Vehicles that fall under the National Safety Code, ensure that all applicable cargo is contained, immobilized, or secured in accordance with the NSC Standard 10 Load Securement so it cannot leak, spill, blow off, fall from, or otherwise dislodge from vehicles.

4.6 Passengers are allowed in County Vehicles if they are County employees engaged in County-related business or are non-employees engaged in County business, such as a contractor, councillor, engineer, or ratepayer.

4.7 The County recognizes that when periodically carrying out incidental personal activities as described in Section 4.2, employees may have family members as passengers in a County Vehicle. Family members are permitted as passengers, but the County strongly encourages authorized employees to minimize the transportation of family members and aim to use their own vehicles when practicable.

- 4.8 All County Vehicles shall be identified with the County logo and fleet unit numbers on both sides.
- 4.9 County Vehicles are not to remain idling for longer than fifteen (15) minutes while the vehicle is not in motion. Authorized drivers should strive to conserve fuel while operating County Vehicles. Longer periods of idling shall be permitted when providing safety to employees during periods of extreme weather.
- 4.10 County Vehicles should only contain those materials, tools, and equipment for which the Vehicle was designed and that are necessary for carrying out the County business assigned to that Vehicle and its operator. The County shall not be liable for the loss or damage to personal property transported in the Vehicle.
- 4.11 Employees are responsible for paying any traffic, parking, or other penalties incurred while operating any County Vehicle. Exceptions may be made, at the Chief Administrative Officer's or their designee's discretion, for commercial violation incurred as a result of a vehicle issue or over-loading infraction over which the driver had no direct control.
- 4.12 If an employee is found to be responsible for ongoing abuse, neglect, or willful damage to a County Vehicle, they will receive discipline up to and including termination.
- 4.13 Employees shall operate emergency Vehicles at a speed and in a manner that is safe, considering all circumstances, including weather, road conditions, and volume of traffic.
- 4.14 Fire Services employees travelling in their personal vehicle to a fire station while responding to a fire call must do so without violating speed limits or traffic laws.
- 4.15 Each authorized employee shall receive a copy of this Policy and be required to sign and date an Acknowledgement Form, which demonstrates that the employee has reviewed the Policy, understands its contents, and agrees to the conditions of use. The Acknowledgement Form shall be kept in employee personnel files.

5.0 GUIDELINES FOR PERSONAL VEHICLE USAGE TO CONDUCT COUNTY BUSINESS

- 5.1 Any employee desiring to use their personal vehicle to conduct County business including but not limited to attending meetings, conferences, training sessions, inspections, or running errands, shall request authorization from their supervisor.
- 5.2 If authorized, the employees using their personal vehicle to conduct County business shall, at a minimum, carry out the following:
 - (a) Communicate to their insurer that they will be using their personal vehicle for the purpose of carrying out County business to determine if additional insurance coverage is required;

- (b) Provide written proof of insurance for \$2,000,000.00 third party liability coverage to their immediate supervisor indicating the employee can use their personal vehicle for business purposes and that their personal insurance coverage is in full force and effect and must advise the County should their insurance coverage change or not be renewed; and
- (c) Complete an Affidavit of Insurance Coverage Form and a Driving for Work Agreement with the County.

- 5.3 If an employee does not obtain authorization or fails to provide the required documentation and uses their personal vehicle for County business, the employee may be subject to disciplinary action.
- 5.4 The County shall provide to staff, Council, or appointed members that use their own vehicles while on County business a mileage rate per kilometre, which shall be established by resolution of Council as per the Canada Revenue Agency's Automobile Allowance Rates.
- 5.5 An expense claim must be submitted as soon as is conveniently feasible once the mileage is incurred. Payment will then be made by cheque.

Council Approval: September 14, 2010
Amended: December 10, 2019