



TOWN POLICY

POLICY NUMBER: 1207

REFERENCE:

Council 098.04.14

ADOPTED BY:

Town Council
16 April 2014

PREPARED BY: Community Services

DATE: 16 April 2014

TITLE: Administration Vehicle Policy

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Policy Statement

This policy is established to facilitate the safe and efficient use of the Town of Strathmore Administration Vehicle. This policy establishes priorities on the use of the vehicle and assists in the scheduling and maintenance procedure.

1. Definitions

- 1.1 Council means the Council of the Town of Strathmore, in the Province of Alberta.
- 1.2 Directors means all Director level management positions including the Town CAO.
- 1.3 Employee means the employee of the Town of Strathmore.
- 1.4 Vehicle means the Town Administration SUV that is not utilized for Public Works and Parks services.

2. Responsibilities

- 2.1 Council
 - 2.1.1 To give formal approval to the policy.
- 2.2 Town Chief Administrative Officer

2.2.1 To establish and present to Council for approval appropriate guidelines.

2.2.2 To provide forms, schedules and agreements necessary for the administration of this policy.

2.3 Directors

2.3.1 To ensure all employees under their authority are aware of the Administration Vehicle Policy and adhere to the usage and booking requirements.

2.4 Municipal Clerk

2.3.1 To oversee the usage and scheduling of the Vehicle.

3. Guidelines

3.1 The following priority list will be used in scheduling the Vehicle.

- I. Councillors, directors and/or employees traveling more than 100km away from Strathmore AB for Town related business.
- II. Councillors, directors and/or employees requiring vehicle for transportation of event materials to an offsite location.
- III. Councillors, directors and/or employees traveling more than 50km away from Strathmore AB for Town related business.
- IV. Councillors, directors and/or employees traveling within the Town of Strathmore limits for Town related business.

3.2 Scheduling Procedure

3.2.1 The booking and scheduling of the Vehicle will be done through the Administrative Department. An outlook calendar will be set up that is visible to all employees but edited by only by the Administrative staff. Request for the vehicle will be sent through Directors to the Administrative Assistant.

3.3 Operation Regulations

3.3.1 Operation of the Vehicle is expressly prohibited where the person in care and control of the Vehicle has used any substance that may legally impair the operator or may have an effect on the safe

operation of the vehicle. Violation of this clause will result in immediate and severe disciplinary action.

- 3.3.2 Except where specifically exempted in the Policy, the use of the Vehicle shall be strictly limited to the performance of duties associated with the operations of the Town.
- 3.3.3. The Vehicle may only be driven by employees of the Town unless otherwise authorized by the Chief Administrative Officer.
- 3.3.4 Drivers must operate in accordance with the Motor Vehicle Act, Workers' Compensation Regulations and Town policies.
- 3.3.5 All drivers must possess an appropriate and valid driver's license. Drivers must advise their applicable supervisor if their driver's license ceases to be valid or if medical conditions impair or prevent driving.
- 3.3.6 All accidents involving Town owned vehicles must be reported immediately to the employee's supervisor. An Property Damage Report and a Personal Injury Report, if applicable (Appendix D) shall be promptly submitted to the Chief Administrative Officer with a copy to the Director of Corporate Services and the Mechanic.
- 3.3.7 At the discretion of the employee's supervisor, the Vehicle may be driven to and from their residence and workplace if a specific work situation dictates such a convenience. A vehicle so used must be at all times be securely parked and locked.
- 3.3.8 When not in operation, employees are to ensure that the Vehicle left unattended is locked and parked securely at all times.
- 3.3.9 Parking tickets, traffic violations and assessments related thereto will normally be the responsibility of the operator involved.
- 3.3.10 Smoking is strictly prohibited in the Vehicle. Violation of this clause will result in immediate and severe disciplinary action.
- 3.3.11 All staff must read and sign off as acknowledgment of the policy prior to utilizing the vehicle for the first time (Appendix C).

3.4 Vehicle Use Procedure

3.4.1 All drivers must complete the pre/post inspection as per the provided inspection form (Appendix A) and document any findings. White copy of form is returned to the Administrative Assistant and will be forward to the mechanic if follow up work is required.

3.4.2. A Maintenance Request form will be completed and given to the Mechanic as follow up to any findings from the pre/post inspection (Appendix B).

3.4.3 The Vehicle will be parked in the Public Works yard when not in use. A gate key will be provided with the Vehicle keys and the parking location is on the south side of the yard. Drivers must ensure the yard is secured after the vehicle is parked.

3.5 Maintenance

3.5.1 The Vehicle is to be washed when required prior to being returned. This is to include inside and outside of the Vehicle.

3.5.2 The Vehicle is to be fill with fuel prior to being returned. A gas card will be issued for the vehicle.

3.5.3 All Vehicle maintenance issues will be reported to the Town Mechanic upon return.

4. **End of Policy**

APPENDIX A – Pre/Post Inspection Form

Vehicle / Equipment Operator Pre / Post Trip Inspection
 Town of Strathmore 680 Westchester Rd, Strathmore AB T1P 1J1 (403) 934-3133



Odometer/Hour Meter (circle) Start: _____ End: _____	Unit (s) # _____ _____	Date _____ YYYY / MM / DD	Time PRE HH:MM am/pm POST HH:MM am/pm	Service Due Hrs./Km (circle) : _____ _____ CVIP Ins Date YYYY/MM/DD
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Only check item on list below which you find are defective - use an asterisk (*) to note recurring problems. Provide details in the comments section below and forward to Lead Hand/Dispatch

Under the hood		In the cab		Around the vehicle		Trailer		Other		
Pre	Post	Pre	Post	Pre	Post	Pre	Post	Pre	Post	
<input type="checkbox"/>	Engine Oil	<input type="checkbox"/>		<input type="checkbox"/>	All glass	<input type="checkbox"/>	Trailer coupling	<input type="checkbox"/>	Wheelchair ramp	<input type="checkbox"/>
<input type="checkbox"/>	Transmission oil	<input type="checkbox"/>	Wiper operations	<input type="checkbox"/>	Lights/reflectors	<input type="checkbox"/>	Trailer brake conn.	<input type="checkbox"/>	Wheelchair lift	<input type="checkbox"/>
<input type="checkbox"/>	Coolant (visual)	<input type="checkbox"/>	Horn (s)	<input type="checkbox"/>	Emerg. lighting	<input type="checkbox"/>	Trailer brake op.	<input type="checkbox"/>	Q-straits	<input type="checkbox"/>
<input type="checkbox"/>	Brake Fluid (visual)	<input type="checkbox"/>	Heater/defrost	<input type="checkbox"/>	CVIP/Ins, Op Auth.	<input type="checkbox"/>	Safety chains	<input type="checkbox"/>	Add. Seat belts	<input type="checkbox"/>
<input type="checkbox"/>	P/S fluid	<input type="checkbox"/>	Park Brake	<input type="checkbox"/>	License plate	<input type="checkbox"/>	Lights/reflectors	<input type="checkbox"/>	Reflective triangle	<input type="checkbox"/>
<input type="checkbox"/>	Wind. Wash. Fluid	<input type="checkbox"/>	Service Brake	<input type="checkbox"/>	Tire pres, damage	<input type="checkbox"/>	Tire pre/damage	<input type="checkbox"/>	First aid kit	<input type="checkbox"/>
<input type="checkbox"/>	Hydraulic fluid	<input type="checkbox"/>	Mirror positions	<input type="checkbox"/>	Wheel rims/lugs	<input type="checkbox"/>	Wheel rims/lugs	<input type="checkbox"/>	Emergency exit	<input type="checkbox"/>
<input type="checkbox"/>	Battery	<input type="checkbox"/>	Documentation	<input type="checkbox"/>	Box hoist/tarp	<input type="checkbox"/>	Hub oil levels	<input type="checkbox"/>	Fire extinguisher	<input type="checkbox"/>
<input type="checkbox"/>	Hoses and lines	<input type="checkbox"/>	Emergency equip.	<input type="checkbox"/>	Suspension	<input type="checkbox"/>	Suspension	<input type="checkbox"/>	Stairway light	<input type="checkbox"/>
<input type="checkbox"/>	Drive belts	<input type="checkbox"/>	Seat belts	<input type="checkbox"/>	Trailer couplings	<input type="checkbox"/>	Loading Ramp	<input type="checkbox"/>	Oxygen cont. unit	<input type="checkbox"/>
<input type="checkbox"/>	Steering linkage	<input type="checkbox"/>	Air leaks	<input type="checkbox"/>	Visual for Leaks	<input type="checkbox"/>				

Defect Report Information: _____

 Drivers name (Pre trip)

 Signature (Pre trip)

 Drivers name (Post trip)

 Signature (Post trip)

 Mechanic

 Work order #

 Date

 Repairs completed

White copy – file

Yellow copy - vehicle

APPENDIX B – Maintenance Request Form



Town of Strathmore
Vehicle Repairs and Deficiencies

Unit #

Date:

Mileage:

Reporting Driver:

Department:

Description of repair or deficiency

[Large empty box for description of repair or deficiency]

Office Use Only

Date reported:

Service Date:

Date completed:

Work order #:

APPENDIX C – Property Damage Report and Personal & Personal Injury Report

