

Vehicle Use Policy

Date Approved by Council: October 8, 2014

Resolution:

Review Date: September

Related Bylaw: N/A

Amendments: 2016-11-22-04; 2019-07-11-132; 2024-09-12-996

Purpose

This policy has been adopted to provide guidelines for the use of Village owned vehicles and equipment. Only employees of the Village of Hussar are authorized to drive or operate Village of Hussar vehicles. This measure has been adopted to ensure the health and safety of our employees and the public at large and to protect the property and best interests of the municipality. This policy refers to all Village of Hussar owned vehicles and equipment where unauthorized operators are not covered under the Village of Hussar's insurance plan.

Guidelines

Only authorized employees of the Village of Hussar or authorized contractors are permitted to drive or operate Village of Hussar Vehicles.

Employees who have not gone through the authorization process as outlined below cannot use a Village of Hussar vehicle even if they are asked by the CAO.

The CAO may authorize a non-employee to drive or operate a Village of Hussar vehicle.

AUTHORIZATION OF USE

The Village of Hussar will only authorize employees in a management or public works position or an authorized contractor to drive Village of Hussar vehicles and equipment.

Employees and contractors are required to show proof of a government issued Driver's License and 3 year abstract prior to authorization. 3 Year driver abstracts need to be submitted every 2 years and will be reimbursed by the Village of Hussar. In the event of an emergency, contractors must provide proof of a valid government issued Drivers License to receive authorization from the CAO.

The Village of Hussar will note the expiry date of the employee's Driver's License and abstract and the employee must show proof of renewal before using the Village's vehicles after that date.

If for any reason an employee's Driver's License is revoked, suspended or restricted, it is mandatory that the employee notify the CAO immediately.

PERMITTED USE

Vehicles owned by the Village of Hussar may only be used for business relating to the Village of Hussar.

The CAO may authorize volunteers and contractors use of maintenance equipment on a case by case basis, including trailers and weed cutters.

VEHICLE USE

Employees of the Village of Hussar and contractors are responsible for operating Village of Hussar vehicles and equipment in a safe and responsible manner.

Employees of the Village of Hussar and contractors must know and abide by the Alberta Traffic Safety Act in the area in which they are operating a Village of Hussar vehicle.

It is mandatory that seat belts be used by all occupants of a Village of Hussar vehicle at all times.

Smoking will not be permitted in vehicles or equipment owned by the Village of Hussar.

Cell phone use will only be permitted if a vehicle is parked.

Any vehicle moving violations issued to the Village of Hussar as a result of the operation of Village owned vehicles will be the responsibility of the employee or contractor operating the vehicle at the time of the violation.

MAINTENANCE

Employees must maintain the cleanliness and general maintenance of Village of Hussar vehicles.

Employees must complete all safety and tracking logs as required by the Safety Policy.

Any repairs, deficiencies and general maintenance needs must be reported to the Public Works Foreman or CAO immediately.

The Public Works Supervisor is responsible for ensuring all repairs and maintenance are completed in a timely manner.