



Policy No. 3.1
Adopted by Council November 8, 2004
Amended by Council: October 9, 2012

Vehicle Use Policy, 2012

Policy Statement:

The purpose of this policy is to establish standard requirements and procedures in accordance with applicable legislation for District of Sooke employees and volunteers who are assigned a district-owned or leased vehicle in the course of providing services and conducting business. This policy is intended to ensure the safety and well-being of employees and volunteers; to facilitate the efficient and effective use of municipal resources; to minimize exposure to liability; to monitor the use of district owned vehicles; and to comply with Canada Revenue Agency regulations relating to vehicle usage.

1. REGULATIONS OF GENERAL APPLICATION

- 1.1 Except where specifically exempted in this Policy, the operation of District owned vehicles shall be strictly limited to the performance of duties associated with all operations of the District.
- 1.2 Vehicles may only be operated by employees or volunteers of the District.
- 1.3 Vehicles may only be operated within the geographical boundaries of the District of Sooke unless for mutual aid of other departments or otherwise pre-authorized by the Chief Administrative Officer.
- 1.4 Drivers must operate vehicles in accordance with the *Motor Vehicle Act*, Workers' Compensation Regulations and District policies.
- 1.5 All operators must possess an appropriate and valid driver's license for the vehicle being operated. Operators must advise the Chief Administrative Officer if their driver's licence ceases to be valid or if medical conditions impair or prevent driving or if road-side suspensions have been imposed.
- 1.6 Operation of any District owned 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, possibly including dismissal.

- 1.7 Every accident involving District-owned vehicles must be reported immediately to the employee's supervisor. An accident report must immediately be submitted to the Chief Administrative Officer with a copy to the Director of Finance.
- 1.8 At the discretion of the Chief Administrative Officer, vehicles may be driven to and from the operator's residence and workplace if a specific work situation dictates such a convenience.
- 1.9 When not in operation, employees are to ensure that District vehicles left unattended are locked and parked securely at all times.
- 1.10 Parking tickets, traffic violations and assessments related thereto are the responsibility of the operator involved.
- 1.11 Smoking is prohibited in District vehicles.
- 1.12 The use of personal vehicles to conduct District business is not permitted unless pre-authorized by the Chief Administrative Officer. Under normal circumstances this will only be approved when no District vehicle is available. If applicable, the District will reimburse incremental costs for business use insurance (compared to 'to and from work' use) to mitigate risk to the District.

2. REGULATIONS FOR TAKE-HOME EMERGENCY VEHICLES

Take-Home Vehicle Program

By assigning take-home emergency response vehicles to specified staff or volunteers, the District assures appropriate response for incidents occurring outside of normal operating hours. This flexible and cost-effective take-home vehicle program is used to support the limited number of staff and volunteers who provide such emergency services. A take-home vehicle serves as a limited benefit to those who accept the increased level of responsibility inherent to the position they occupy; however that benefit is balanced with the responsibility to be continuously on call and available to serve District business.

- 2.1 The following criteria must be met to enable the staff person or volunteer to be part of the program:
 - a) The staff person or volunteer is in a public safety position.
 - b) The staff person or volunteer is subject to frequent after-hours emergency call back or other unscheduled work, and such unscheduled work involves the first response to a real or present threat to life or property requiring an immediate response.

- c) Such call back arrangements are to locations other than the normal work station.
 - d) A special vehicle with tools or equipment is required to perform after-hours assignments.
 - e) Unacceptable delays in the response would result from the return to the normal work station to retrieve the needed equipment.
- 2.2 Take-home vehicles are not permitted to be taken outside the boundaries of the District without a specific fire, emergency or business purpose.
- 2.3 Take-home vehicles are intended for District of Sooke related emergency response, business and commuting only. Minor variations for personal use are permitted as long as the staff person or volunteer is able to respond to emergency incidents.
- 2.4 The transporting of passengers may be acceptable provided there is a legitimate service, health and safety reason for doing so.
- 2.5 Whenever a staff member or volunteer is in a take-home vehicle and becomes aware of a call for service, or witnesses a situation to which an immediate response may save lives or property and is within the District of Sooke, that staff person or volunteer shall respond to the incident.
- 2.6 Take-home vehicles must be returned to the Fire Station when a staff person or volunteer is not using the vehicle because of vacation, leave of absence, sickness or otherwise absent from the District of Sooke.
- 2.7 Log books for take-home vehicles must contain, at a minimum, details concerning date, driver, mileage and types of activities.

3. MAINTENANCE

- 3.1 Vehicles are to be regularly cleaned as required so that the vehicle is readily available to other users.
- 3.2 Operator's are to ensure that all conditions applicable to the warranty are met.
- 3.3 It is the operator's responsibility to carry out all checks, as required, on the following: coolant, oil level, tire pressures, battery levels, fuel state, lights, brakes, etc.
- 3.4 Records of mechanical work and vehicle checks are to be kept and filed in the main filing system and in a log book in each vehicle.

4. OTHER

4.1 Every operator shall receive a copy of this policy.

4.2 All operators assigned a vehicle will be required to sign a statement indicating that they have read and will comply with the rules and provisions of this policy.