



LAC LA BICHE COUNTY PROCEDURE

TITLE: VEHICLE USE PROCEDURE

POLICY NO: CS-34-004

SPECIAL NOTES/CROSS REFERENCE: This procedure is to be used in conjunction with the Travel and Subsistence Policy CS-10-002 and the Vehicle Use Policy.

AMENDMENT DATE: MARCH 12, 2013

PROCEDURE:

1. It is the policy of the County to reimburse its employees, elected officials, and appointed officials for travel and transportation expenses related to official business of the County in accordance with the travel and subsistence policy.
2. Employee travel arrangements pertaining to usage of County vehicles must be approved by the department Manager or General Manager prior to travel.
3. All employees shall acknowledge that having usage of a County vehicle is a benefit and abuse could result in disciplinary measures and/or removal of the vehicle benefit.
4. All employees using County vehicles are expected to conform to the procedures stated in this document.
5. Any deviation from this procedure requires prior written approval from the Chief Administrative Officer or designate as assigned by the Chief Administrative Officer.

DEFINITIONS:

Assigned Vehicle: A County vehicle assigned to an individual enabling the employee to carry out their daily duties as defined in their job description.

Take Home Vehicle: A County vehicle designated for on call use by an individual employee in the normal performance of his/her daily duties as defined in their job description.

Mileage Reimbursement: A per kilometer rate to compensate employees for the incidental, non-routine or extraordinary use of a privately owned vehicle on County business, based on actual logged kilometers.

PROCEDURES:

6. **Assigned Vehicle:** Only Lac La Biche County employees on County business and authorized by the General Manager may drive or operate County vehicles or equipment.
 - 6.1 Assignments are not permanent. When priorities or circumstances have changed, vehicles should be reassigned. All take home vehicle assignments must be reviewed and evaluated by the department Manager and approved by the department General Manager annually. The following conditions should be considered:
 - Requirements of the job
 - Productivity benefits for the County
 - Availability of County vehicles
 - Cost to the County
 - 6.2 Department Managers shall determine reasonable schedules and vehicle assignments for rotational, on call coverage. For other purposes, the department General Manager, at the written request of the department Manager, may authorize full time take home vehicles based on the criteria described above.
 - 6.3 The Finance department shall compute the taxable benefit cost of any vehicle taken home by an employee and report this taxable benefit on the employees tax form at the end of each calendar year in accordance with the Income Tax Act.
 - 6.4 All employees are required to return County vehicles when on vacation or extended periods away from work.
7. **Take Home Vehicle:** For an employee to be authorized for the take home use of a County vehicle, the employee must meet one of the following:
 - 7.1 The employee is subject to significant after hours emergency call outs or other unscheduled work.
 - 7.2 The employee is subject to frequent after hour's callback, and such callback arrangements are to locations other than the employee's normal duty station.
 - 7.3 The employee uses a special vehicle, tools or equipment that are required to perform after hours assignments, and an unacceptable delay in the response would result from the employee's return to the normal duty station to retrieve the needed equipment.

8 **Mileage Reimbursement:** Billings for use of County vehicles shall be charged back to the department making the booking, at mileage rates established by Council.

8.1 Employees may choose to use their own vehicles for County business where it can be determined that:

- It is the most economical approach to meeting with transportation requirements of the employee while carrying out County business.
- It is in the best interest of the employee and the County as negotiated between the employee and Management.

8.2 Employee travel cost will be paid directly to the individual incurring the expense and may not be billed to the County without prior written approval by the department Manager or General Manager.

8.3 If a County vehicle is available for use and the employee and Management mutually agree that the employee may use his/her own vehicle, a reduced rate of mileage reimbursement shall be paid in accordance with the Travel and Subsistence policy.

8.4 The department Manager may authorize mileage reimbursement for an employee who must utilize his/her own vehicle to conduct County business and who receives no other form of allowance, except as otherwise provided within this procedure. As per the Travel and Subsistence for Staff Policy No. CS-10-002

- Commuting mileage to respond to an afterhour's callback or unscheduled return to work is considered official County business.
- Claims for mileage reimbursement shall be processed according to precedence outlined in Travel and Subsistence for Staff Policy No. CS-10-002.
- Elected officials and appointed officials approved travel cost will be paid directly to the individual.

9 **Driver Responsibility/Requirements:** Each driver of any County vehicle must have a valid Alberta Operator Licence. If an employee who drives a County vehicle is involved in an incident, on or off the job, where their licence is suspended or revoked, the employee is obligated to inform their department Manager and Human Resources within 24 hours of the incident. Failure to inform the County of a suspended or revoked licence may result in immediate dismissal.

9.1 The Human Resources department will request the employee's driving record if the duties of the position may involve operation of County owned/insured vehicles.

9.2 After the applicant is hired, a copy of the employees driving record will become part of the personnel file.

9.3 A drivers abstract may be requested by Manager or General Manager of department as deemed necessary from time to time from employees regularly engaged in the use of a County vehicle.

- 9.4 Any costs associated with obtaining an abstract will be reimbursed by the County to the employee.
- 9.5 Employees assigned vehicles may use the vehicle during meal breaks while in the course of performing business on behalf of the County.
- 9.6 Employees assigned take home vehicles may stop between work and home to perform brief minor personal business is acceptable. Employees, but any such use should be the exception rather than the rule, and only if the stop is directly en route from work to the employee's residence.
- 9.7 Employees are responsible for any vehicle or equipment assigned to them and must report unsafe operations or working conditions to their supervisor as soon as possible.
- 9.8 The carrying of firearms is prohibited unless the employee has proper authorization and has ensured ammunition and firearms are secure, not loaded, and out of sight.
- 9.9 Employees shall allow sufficient time to reach destinations without violating speed limits or traffic laws. Employees must know and abide by all driving laws and shall allow sufficient time to reach destinations.
- 9.10 Lac La Biche County will not be responsible for traffic violations, parking tickets or others fines of employees performing their duties while driving County vehicles or their personal vehicle on County business.
- 9.11 Employees found guilty of moving violations may be subject to corrective action and vehicle usage may be removed.
- 9.12 An employee receiving a moving violation while driving a County vehicle has an obligation to immediately inform their General Manager.
- 9.13 Smoking in County vehicles and equipment is strictly prohibited and an employee may be subject to corrective action.
- 9.14 The use of cellular phones while driving a vehicle is prohibited and employees shall adhere to the Cellular Phone Usage Policy in effect by the County.
- 9.15 Employees shall not permit anyone to ride in County vehicles unless they have a business interest with the County.
- 9.16 Alcoholic beverages or any illegal drugs are not permitted in County vehicles at any time. Law enforcement personnel may transport alcoholic beverages or drugs that have been lawfully confiscated or scheduled for use during training exercise.
- 9.17 Any employee who lives outside of the County must have approval from the Chief Administrative Officer or designate prior to taking a vehicle home on call.

10 **Insurance of Vehicles:** The County is responsible for maintaining adequate liability and collision coverage for County vehicles and equipment.

10.1 The County's insurance is in force when an employee operates County vehicles and equipment.

10.2 Property belonging to the Lac La Biche County locked inside a vehicle is covered by the County's insurance against theft; however, personal property stolen from a County vehicle is not covered, even if the personal property is used for County business.

10.3 If a County vehicle is stolen or in an accident the employee shall follow these procedures:

- Report the theft immediately to the local police and the departmental Manager
- Obtain a copy of the police report filed
- Provide the department Manager with the date and location of where the theft occurred and all relevant information, including the police report
- Provide the department Manager with a list by unit number, and model of any equipment stolen
- Forward the completed incident report and police report to the department Manager within three days.

11 **Maintenance of Vehicles:** Employees with assigned County vehicles are responsible for daily inspections of their vehicles in accordance with the Maintenance procedures.

Scheduling of routine maintenance and repairs is the responsibility of the employee to whom the vehicle is assigned. Maintenance inspections shall be carried out every 5,000 kilometers, and major maintenance inspection shall be carried out at 30,000 kilometers.

11.1 Individual departments are responsible for daily inspections of unassigned vehicles and scheduling routine maintenance and repairs.

11.2 No alterations may be made to County vehicles without prior written approval by the equipment Manager.

11.3 No bumper stickers, other than County approved stickers, may be placed on the vehicles.

12 **Fuel Consumption:** Employees should be attentive to conserve fuel on a day to day basis. Engine idle times should be minimized or eliminated completely.

“Original Signed”
Chief Administrative Officer

March 15, 2013
Date