

Lac La Biche County *Policy*

TITLE: Vehicle Use Policy

POLICY NO: HR-34-004

RESOLUTION: 23.056

EFFECTIVE DATE: March 15, 2012

DEPARTMENT RESPONSIBLE:
Fleet Services and Human Resources

AMENDMENT DATE: January 24, 2023

NEXT REVIEW DATE: January 24, 2024

POLICY STATEMENT:

Lac La Biche County maintains a fleet of County owned and leased vehicles for the purpose of enabling employees and elected officials to carry out business for the County based on business advantage. It is recognized that County vehicles are public assets and must be monitored and used appropriately. Lac La Biche County recognizes the importance of clarity for employees regarding expectations involving the use and operation of County vehicles and equipment. This policy and corresponding procedures support that need for clarity as well as the County's compliance with the Highway Traffic Act and other regulations and the goal of fiscal responsibility as it relates to County vehicles.

PURPOSE

The purpose of this policy is to provide a framework to guide County vehicle usage.

DEFINITIONS:

CAO means Lac La Biche County's Chief Administrative Officer.

Associate CAO means a Lac La Biche County Associate Chief Administrative Officer.

Manager means a Lac La Biche County departmental Manager.

Business Advantage means monetarily efficient for Lac La Biche County.

PRINCIPLES:

The use of County vehicles by employees or elected officials to conduct County business shall be addressed through the office of the CAO or designate.

County vehicles are assigned to employees on a temporary basis. They shall be used only for County business and not for personal use, as defined in the procedure. Determination of when County vehicles are assigned is based on the business advantage attributable to the County.

The County is committed to using innovative approaches where possible to accomplish the goals of this policy and will incorporate new technology and practices as they become available through research and monitoring efforts.

Employees may use their own vehicle for County business if approved by their manager or their designate, and in that case are subject to the Travel and Subsistence Policy CS-10-002.

It shall be the responsibility of Managers to monitor vehicle usage in their respective departments, and to review and approve monthly usage reports of County vehicles.

Administration shall establish a procedure for this policy and shall be responsible to ensure the guidelines and intent of the policy is adhered to.

"Original Signed"

Chief Administrative Officer

January 26, 2023

Date

"Original Signed"

Mayor

January 28, 2023

Date

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

Procedure

TITLE: Vehicle Use Procedure

PROCEDURE NO: HR-34-004

DEPARTMENTS RESPONSIBLE:
Fleet Services and Human Resources

EFFECTIVE DATE: March 12, 2013

NEXT REVIEW DATE: January 24, 2024

GENERAL GUIDELINES:

The Vehicle Use Policy and Procedure's purpose is to provide direction on the use of County owned and leased vehicles. All employees using County vehicles are obligated to adhere to the procedures stated in this document. Usage of County vehicles beyond the requirements of this procedure requires prior written approval from the Chief Administrative Officer or designate.

DEFINITIONS:

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

Associate CAO: A Lac La Biche County Associate Chief Administrative Officer.

Business Advantage: Means monetarily efficient for Lac La Biche County.

CAO: Lac La Biche County's Chief Administrative Officer.

GPS Tracking: GPS tracking is a navigational system that permits the County to view and track the location of its vehicles and equipment in real time as well as produce reports using historical data.

Manager: A Lac La Biche County departmental Manager.

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.

Take Home Vehicle: An assigned vehicle that can be taken home by an authorized employee to conduct on-call work or it was determined it is a business advantage for the County for the employee to take a vehicle home.

PROCEDURE:

1.0 Appropriate Usage:

1.1 County vehicles and/or equipment are to be used for County business purposes only. Personal use of the County vehicle is prohibited; however, short stops for personal use are permitted when travelling to and from work or on a lunch break.

Examples of appropriate personal use are:

- i. Picking up small parcels or mail;
- ii. Nominal groceries;
- iii. Transporting co-workers, elected officials, or work-related personnel.

Examples of inappropriate personal use includes, but is not limited to:

- i. Hauling furniture or appliances;
- ii. Hauling personal waste/material to a landfill or transfer station;
- iii. Driving to a bar, pub, or other entertainment facilities;
- iv. Shopping malls;
- v. Personal stops while utilizing a vehicle to travel to and from conferences or trainings;
- vi. Transporting family members or other non-work-related personnel.

1.2 Prior to operating County vehicles, and on an annual basis, an employee must provide proof of a valid driver's license and a driver's abstract.

1.3 All employees operating Lac La Biche County owned vehicles and/or equipment shall sign a vehicle and equipment use agreement.

1.4 Employee travel arrangements pertaining to usage of County vehicles must be approved by the department Manager or Associate CAO prior to travel. The County will reimburse its employees, elected officials, and appointed officials for travel and transportation expenses related to official business of the County in accordance with the relevant policies and procedures.

1.5 All employees shall acknowledge that having usage of a County vehicle is a privilege and abuse may result in disciplinary measures and/or removal of the vehicle benefit.

2.0 Assigned Vehicles:

- 2.1 Only Lac La Biche County employees on County business and authorized by the Associate CAO may drive or operate County vehicles or equipment.
- 2.2 Assignments are temporary. When priorities or circumstances have changed, vehicle usage must be reviewed. Vehicle assignments will be reviewed and evaluated by the department Manager and approved by the department Associate CAO. Vehicles are assigned based on:
 - i. Requirements of the job;
 - ii. Vehicle use being a business advantage for the County; and
 - iii. Availability of County vehicles.

3.0 Take Home Vehicles:

- 3.1 County vehicles shall only be taken home by an employee when on call or otherwise authorized by the Associate CAO.
- 3.2 Department Managers shall determine reasonable schedules and vehicle assignments for rotational, on call coverage. For other purposes, the department Associate CAO, at the written request of the department Manager, may authorize take home vehicles on a temporary basis based on the same criteria described above.
- 3.3 The Human Resources department shall compute the taxable benefit cost of any vehicle taken home by an employee and report this taxable benefit on the employee's tax form at the end of each calendar year in accordance with the Income Tax Act.
- 3.4 All employees are required to return County vehicles when going on vacation or having extended leaves from work.
- 3.5 Annual reviews of Take-Home Vehicles will be conducted on an annual basis by the Manager and Associate CAO.

4.0 Mileage Reimbursement:

- 4.1 Employees may choose to use their own vehicles for County business where it can be determined that:
 - i. It is the most economical approach to meeting with transportation requirements of the employee while carrying out County business.
 - ii. It is in the best interest of the employee and the County as negotiated between the employee and Management.

- 4.2 The department Manager may authorize mileage reimbursement for an employee who uses their own vehicle to conduct County business and who receives no other form of allowance, except as otherwise provided within this procedure. 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 Associate CAO. County fuel cards or “P” purchasing cards shall not be used for fuel purchases in private vehicles.

- 4.3 As per the Travel and Subsistence for Staff Policy No. CS-10-002
 - i. Commuting mileage to respond to an after-hour callback or unscheduled return to work is considered official County business.
 - ii. Elected officials and appointed officials approved travel cost will be paid directly to the individual.

5.0 Driver Responsibility/Requirements:

- 5.1 It is each employee’s responsibility to obey all traffic regulations and to drive in a safe, courteous and professional manner when driving a County vehicle. Employees must be alert, courteous, patient, and skilled, ever conscious of other road users and pedestrians.

- 5.2 If an employee who drives a County vehicle is involved in an incident (on or off the job) where their license is suspended or revoked, the employee shall inform their department Manager and Human Resources within 24 hours of the incident. Failure to inform the County of a suspended or revoked license shall be subject to disciplinary action.

- 5.3 Employees assigned vehicles may use the vehicle during meal breaks while performing business on behalf of the County.

- 5.4 Employees are responsible for any vehicle or equipment assigned to them and must report mechanical issues to their supervisor as soon as possible.
- 5.5 Other than County authorized Trappers and Community Peace Officers, the carrying of firearms in County vehicles is prohibited.
- 5.6 Employees shall allow sufficient time to reach their destination without violating speed limits or traffic laws.
- 5.7 Employees or elected officials will be responsible for all traffic violations, parking tickets or other fines incurred while performing their duties while driving County vehicles or their personal vehicle on County business. An employee receiving a violation while operating a County vehicle shall inform their manager within 24 hours.
- 5.8 Employees found guilty of moving violations may be subject to disciplinary action and vehicle usage may be removed.
- 5.9 Smoking or vaping in County vehicles is strictly prohibited.
- 5.10 The use of handheld cellular phones while driving a vehicle is prohibited. Hands free mode is acceptable.
- 5.11 Alcoholic beverages, cannabis 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 seized or scheduled for use during training exercise.
- 5.12 All County fleet vehicles are monitored with a GPS system. Any tampering with the GPS system by unauthorized employees is prohibited and the employee will be subject to disciplinary action.
- 5.13 If an employee is found to be responsible for ongoing abuse, neglect or willful damage to a County vehicle or equipment they will be subject to disciplinary action. The Employee may be required to pay for the damage.

6.0 Insurance of Vehicles:

- 6.1 The County is responsible for maintaining adequate liability and collision coverage for County vehicles and equipment.

- 6.2 The County's insurance is in effect when an employee operates County vehicles and equipment.
- 6.3 Property belonging to Lac La Biche County 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.
- 6.4 If a County vehicle is stolen or in an accident the employee shall follow these procedures:
 - i. Report the theft or accident immediately to the local police and the departmental Manager
 - ii. Provide the department Manager with the date and location of where the theft or accident occurred and all relevant information, including the police report
 - iii. Provide the department Manager with a list by unit number, and model of any equipment stolen, or of the vehicle damaged
 - iv. Forward the completed incident report to the department Manager within three days.

7.0 Maintenance of Vehicles:

- 7.1 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 as per the vehicle service message or service label located on the vehicle dashboard.
- 7.2 Departments are responsible for daily/weekly inspections of unassigned vehicles and scheduling routine maintenance and repairs.
- 7.3 No alterations may be made to County vehicles without prior written approval by the Fleet Services Manager.
- 7.4 No bumper stickers, other than County approved stickers, may be placed on the vehicles.
- 7.5 Every department is responsible for cleaning vehicles interiors and exteriors. County Centre carwash facilities are to be utilized first prior to going to a private carwash.
- 7.6 Employees should strive to conserve fuel in the operation of County owned vehicles. Engine idle times should be minimized.

8.0 GPS Tracking:

8.1 GPS tracking captures such information as vehicle start and stop times, speed, location, mileage, hard braking and aggressive accelerating, use of vehicle outside of prescribed hours, trip detail and history reports, etc.

8.2 The use of GPS tracking systems allows for the collection of information to be used in capacity planning, productivity analysis, and performance management, as required. It provides:

- i. Better understanding of how equipment is used in the field;
- ii. Reduced vehicle maintenance;
- iii. Reduced idling (with resulting cost and environmental benefits);
- iv. Reduced total mileage;
- v. Reduced fuel costs;
- vi. Reduced insurance expenses;
- vii. Reduced equipment theft; and
- viii. Improved vehicle management and coordination.

8.3 This data is collected by a modem located in the vehicle and is transmitted to a central database. Employees are not permitted to remove, turn-off, alter, or retard the installed hardware. Turning off the unit defeats the various benefits of GPS tracking outlined herein and shall be viewed as a serious violation of this procedure.

8.4 GPS tracking may be used:

- i. To investigate complaints from outside third parties including members of the public;
- ii. To review an employee’s conduct in circumstances when the County has serious and reasonable grounds for believing that an employee has engaged in unacceptable conduct, which could include, without limitation, dangerous driving habits such as speeding.
- iii. For educational training to assist in improving productivity;
- iv. To monitor after-hours usage of vehicles.

8.5 To the extent any of the foregoing circumstances are present, the County, where appropriate and subject to applicable County policies, may consider a range of options including, but not limited to, the provision of further employee training such as defensive driving, the mandatory review of the County’s corporate or safety policies, or appropriate disciplinary measures.

- 8.6 With respect to after-hours usage of vehicles, GPS tracking will trigger an email alert back to a manager, and will track and map any afterhours movement of County fleet vehicles.
 - i. While the GPS cannot physically stop a vehicle, it does trigger an alert back to a manager who can then determine if the vehicle is on a work-related call out or is being stolen.
 - ii. Managers will receive a daily mapping report similar to the snowplow and grader mapping report. The mapping reports will also be included in the monthly usage reports.

9.0 Reporting

9.1 The CAO may provide reports to Council as needed.

9.2 Management will continually review monthly vehicle usage reports and conduct an annual review with the Associate CAO. Anomalies or requested revisions are to be brought forward to the Associate CAO.

“Original Signed”

Chief Administrative Officer

March 24, 2023

Date

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: January 24, 2023; March 14, 2023

Vehicle and Equipment Use Agreement

All employees operating Lac La Biche County owned vehicles and/or equipment agree to operate the units according to the following guidelines. Failure to adhere to these guidelines may result in revocation of the employees' authorization to operate County vehicles and/or equipment or termination under some circumstances:

- Only Lac La Biche County employees on County business and authorized by the Associate CAO may drive or operate County vehicles and/or equipment.
- Lac La Biche County vehicles and/or equipment are to be used for County business purposes only. Personal use of the County vehicle and/or equipment is prohibited; however, short stops for personal use is permitted when travelling to and from work or on a lunch break.
- Prior to operating County vehicles and/or equipment, and on an annual basis, an employee must provide proof of a valid driver's license. Driver's abstract is asked to be provided on a yearly basis.
- All employees shall acknowledge that having usage of a County vehicle and/or equipment is a privilege and abuse may result in disciplinary measures and/or removal of the vehicle and/or equipment benefit.
- The Human Resources department shall compute the taxable benefit cost of any vehicle taken home by an employee and report this taxable benefit on the employee's tax form at the end of each calendar year in accordance with the Income Tax Act.
- It is each employee's responsibility to obey all traffic regulations and to drive in a safe, courteous and professional manner when driving a County vehicle and/or equipment.
- Employees must be alert, courteous, patient, and skilled, ever conscious of other road users and pedestrians.
- If an employee who drives a County vehicle and/or equipment is involved in an incident (on or off the job) where their license is suspended or revoked, the employee shall inform their department Manager and Human Resources within 24 hours of the incident. Failure to inform the County of a suspended or revoked license shall be subject to disciplinary action.
- Employees shall allow sufficient time to reach their destination without violating speed limits or traffic laws.
- Employees found guilty of moving violations may be subject to disciplinary action and vehicle usage may be removed.
- Smoking or vaping in County vehicles and/or equipment is strictly prohibited.
- The use of handheld cellular phones while driving a vehicle is prohibited. Hands free mode is acceptable.
- Alcoholic beverages, cannabis or any illegal drugs are not permitted in County vehicles and/or equipment at any time. Law enforcement personnel may transport alcoholic beverages or drugs that have been lawfully seized or scheduled for use during training exercise.



Vehicle and Equipment Use Agreement

- All County fleet vehicles are monitored with a GPS system. Any tampering with the GPS system by unauthorized employees is prohibited and the employee will be subject to disciplinary action.
- If an employee is found to be responsible for ongoing abuse, neglect or willful damage to a County vehicle and/or equipment they will be subject to disciplinary action. The Employee may be required to pay for the damage.
- Property belonging to Lac La Biche County is covered by the County's insurance against theft; however, personal property stolen from a County vehicle and/or equipment is not covered, even if the personal property is used for County business.
- Employees should strive to conserve fuel in the operation of County owned vehicles and/or equipment. Engine idle times should be minimized.

This authorization may be terminated by the County at any time.

I have read, understand, and agree to comply with the above conditions authorizing me to drive a County vehicle and/or equipment.

Employee Printed Name	Date:
Employee Signature	

Supervisors' Printed Name	Date:
Supervisors' Signature	

Associate CAO Signature	Date:
Associate CAO Printed Name	



Lac La Biche County
welcoming by nature.

Monthly Vehicle Variance Sign-off Report

Reporting Period:	
Department:	

Date:	Unit #:	Time:	Reason for Variance:

Reviewed & Approved	
Manager Signature	Associate CAO Signature
Date:	Date: