



Town Vehicles Usage Policy

Authority: Town Manager

Effective Date: March 8, 2021

Signature:  _____

Future Review Date: 2025

Responsibility: Corporate Services

Last Review/Revision: 2008

References: *Alberta Traffic Safety Act* and Regulations, National Safety Code for Motor Carriers, *Alberta OHS Act*, Regulation and Code, Town of Stony Plain People Policies

Replaces: Vehicles Policy 099/03/08/SP

1.0 Purpose: This policy establishes responsibilities of the Town and clear expectations for Drivers who operate Town Vehicles and Equipment to reduce the risk of liability for the Town and to encourage safe operation by all Employees.

2.0 Scope: This policy applies to Town of Stony Plain Employees but does not include elected officials.

3.0 Definitions:

Collision: means an incident where a Town Vehicle contacts another vehicle, object, individual or roadway and the contact results in any property damage to any vehicle, object or roadway, regardless of degree, or results in injury or death to any person involved.

Damage: means the loss or harm to a Town Vehicle of which requires repair, other than normal wear and tear.

Driver: means an Employee of the Town of Stony Plain, who is driving, using, or has care and control of a Town Vehicle.

Employee: shall mean any individual employed by the Town on a full time, part time, temporary or casual basis, but does not include elected officials.

Town Vehicle Driving Authorization means authorization issued to an Employee authorizing the operation of a specific class of vehicle owned or leased by the Town.

Town Vehicle: means any car, truck, bus, Equipment, or similar self-propelled conveyance, including any motorized unit which may or may not be self-propelled or mounted on a truck or trailer, and which is owned or leased by the Town. Town Vehicle shall include transit or ATS vehicles when operated by Employees, and vehicles operated by sworn members of the Town's Municipal Enforcement Services, in respect to Traffic Infractions.

Traffic Infraction: means a contravention of municipal, provincial, or federal traffic legislation which contravention is issued to the Town of Stony Plain or to a Town Driver while the Driver is operating or has the care and control of a Town Vehicle. Traffic infractions include but are not limited to parking violations, and violations issued via automated enforcement systems (photo radar, intersection safety cameras, etc.)

Traffic Violation Notice: means an official document received via mail or in-person for an alleged Traffic Infraction.

4.0 Statement: The Town of Stony Plain endeavors to improve traffic safety on all roadways and requires Employees to operate Town Vehicles in a safe, courteous, and responsible manner, and remain compliant with legislation. Traffic safety will be promoted through the management of this policy by striving to reduce collisions and demonstrate an improved Driver safety culture.

5.0 Standards:

5.1 Driver Responsibilities:

- 5.1.1 Employees who drive, use, or have care and control of Town Vehicles must have Town Vehicle Driving Authorization approved by a direct supervisor;
- 5.1.2 Drivers must conduct themselves professionally, ensuring they are always fit for driving (i.e. sober, alert and not fatigued); and must always drive defensively to ensure their own safety and the safety of others;
- 5.1.3 Drivers must possess a valid Alberta Operator's License with the appropriate classifications and endorsements for the type of Town Vehicle operated.
- 5.1.4 Persons being considered for an employment position with the Town that may be required to operate a Town Vehicle will be required to provide a Standard Driver's Abstract prior to being considered for hire. Persons being considered for positions that involve the operation of Town Vehicles requiring a Class 1, 2, 3 or 4 Operators License will be required to provide a 5-year Commercial Drivers Abstract prior to being considered for hire;
- 5.1.5 Employees operating Town Vehicles will be required to sign a Provincial Abstract Consent Form. By providing the Town with a signed Provincial Abstract Consent Form, the Employee agrees to allow the Town to obtain a driver's abstract every three (3) years while the Employee is employed with the Town;
- 5.1.6 Drivers must ensure that Town Vehicles are in proper working condition before operation;
- 5.1.7 Drivers must report any mechanical defects discovered with a Town Vehicle to their direct supervisor;
- 5.1.8 Drivers operating a Town Vehicle shall immediately report all Collisions, Traffic Infractions, or any damage to their direct supervisor;
- 5.1.9 Drivers are responsible for the payment of Traffic Violation Notices issued for Traffic Infractions involving Town Vehicles;

- 5.1.10 Drivers can take Town Vehicles home when authorized by a direct supervisor; however, are not authorized to use Town Vehicles for personal use.
- 5.1.11 No Town vehicle will be assigned to one individual on a permanent basis for work purposes. All Town vehicles are part of the Town fleet and must be accessible as required for work. Managers and supervisors will not be assigned a Town Vehicle unless it is required for work and permission is granted by the General Manager.
- 5.1.12 Transportation of members of the public or family is strictly prohibited (public transit buses are exempt).

5.2 Direct Supervisor Responsibilities:

- 5.2.1 Direct supervisors or designated foreman shall be responsible for investigating Collisions involving Town Vehicles, and any reports of loss or damage to any Town Vehicle;
- 5.2.2 Ensure this policy is adhered to and communicated to all Employees who operate Town Vehicles;
- 5.2.3 Responsible for reporting any concerns with this policy to their Manager.

5.3 Manager/General Manager Responsibilities:

- 5.3.1 Ensure this policy is adhered to and communicated to all Employees who operate Town Vehicles;
- 5.3.2 Responsible for reporting any concerns with this policy to the Occupational Health and Safety Advisor.

6.0 Compliance:

- 6.1 All Drivers operating Town Vehicles shall comply with all Town policies, Directives and Procedures, as well as all applicable municipal, provincial, and federal legislation governing traffic laws. Where it is not possible to comply with both the provisions in this policy and with legislative regulations, the legislation shall prevail.
- 6.2 Progressive discipline, as outlined in The Town of Stony Plain's People Policies, may be enforced if this policy is not followed.

7.0 Policy Review: This administrative policy shall be reviewed within four years of being implemented, with any changes being submitted to the Town Manager for approval.

Table of Appendices:

Appendix A Town of Stony Plain Driver Safety Program – Driver's Manual