

Big Lakes County Policy

Vehicle Usage Policy

Policy Number:	Admin-08
Legal Authority:	
Approved by Council:	December 7, 1994
Effective Date:	January 1, 1995
Revised Date:	November 23, 2022

Policy and Procedure Statement

The Big Lakes County recognizes the fact some employees will require the use of a County vehicle to carry out the functions of their position. This policy provides the terms of such use.

Definitions

For the purposes of this policy:

“C.A.O” shall refer to the Chief Administrative Officer of Big Lakes County.

“ County.” shall refer to Big Lakes County.

“Operator” shall refer to any individual who has received proper authority to operate a County vehicle in the course of their employment.

“Vehicle” shall refer to any car, van, or truck (less than 1 ton) owned or leased by Big Lakes County for the purpose of carrying out the business of the County

“Vehicle Inspection” means a quick “walk around” inspection of the vehicle for the purpose of determining whether there is any visible damage to the vehicle which would make it unsafe to operate.

General Provisions:

1. Anyone operating a County owned, or leased vehicle shall hold a valid Alberta Operator’s License and other operating certificates required for the class of vehicle they are operating.
2. Any individual operating a County owned, or leased vehicle shall not consume alcohol or drugs prior to, or during the operation of said vehicle.
3. Employees required to use a vehicle shall supply a driver’s abstract to their supervisors upon demand.
4. Operators shall adhere to all traffic laws and regulations and shall drive in accordance with the condition of the road.

5. No operator of a County owned, or leased vehicle shall take said vehicle to a location which may negatively impact upon the reputation of the County. Such locations include but are not limited to bars, sports pubs and adult entertainment facilities.
6. All County staff members who are granted access to a County owned, or leased vehicle will be required to review, sign and date a copy of this policy to be placed in their personnel file.
7. Any individual who is in contravention of this policy may be subject to disciplinary action as determined by the C.A.O.
8. Nothing in this policy shall restrict the C.A.O. from granting use of a County vehicle to any person if, in the opinion of the C.A.O., there are extenuating circumstances which warrant such provision.

Provision of Vehicle:

1. All full-time employees of the County will have access to a County owned or leased vehicle during working hours if such access is required to perform their duties.
2. Seasonal or temporary employees will have access to a County owned or leased vehicle, if available, and at the discretion of management.
3. If an employee is unable to be provided with County owned or leased vehicle, the County shall reimburse the employee in accordance with the ***Subsistence and Travel Expense and Allowance Policy (Admin-10)***.
4. Employees may rent a vehicle directly from the private sector only if a County owned, or leased vehicle is not available, and the request has been approved by the C.A.O.
5. The Utility Operators, person on call, public works supervisors, the Director of Public Works, Agricultural Fieldman, the County Fire Chief, and County Deputy Fire Chief shall be allowed to use a County vehicle to travel from their residences to their place of work, as approved by the C.A.O..

Vehicle Usage:

1. Employees may be authorized to use a vehicle for travel between their residences and their place of work when it is deemed advantageous that a public employee leave directly from his/her residence on County business.
2. Employees traveling outside the County may be allowed to travel with spouses and/or family members, provided there is no additional expense to the County., with final approval having been granted by the C.A.O.

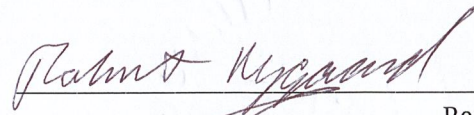
3. Employees may be allowed to have spouses and/or family members accompany them on jobs within the County only if prior approval is obtained from the C.A.O.

Operation of Vehicle:

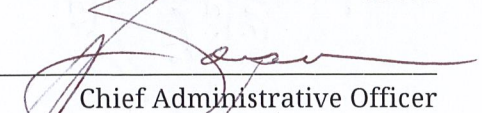
1. Operators will perform a visual vehicle inspection prior to operating the vehicle to ensure that the vehicle is in safe operating condition, and that there are no hazards in the immediate vicinity of the vehicle.
2. Vehicles used to tow trailers and/or equipment shall be adequately equipped to perform the function and shall adhere to all government regulations and County policies.
3. Vehicles will be equipped with sufficient devices to ensure that any loads that may be carried are adequately signed, and the operator shall ensure they are adequately secured.

Vehicle Maintenance:

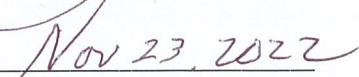
1. Operators shall participate in the proper care and maintenance of the vehicle. This includes checking fluid levels, keeping windows clean to ensure proper visibility, periodic washing (inside and out), and coordinating preventative maintenance with shop staff.
2. Vehicle repairs shall obtain proper authorization in accordance with the County **Financial Control and Procurement Policy** (Admin-06).
3. Records of repairs and maintenance shall be filed in a manner which allows for retrieval upon demand.



Reeve



Chief Administrative Officer



Date of Final Signature