



## Policy

Section: 3.0 Human Resources

Policy: Township Vehicle Use Policy

By-Law: 2018-93, 2019-09, 2023-XX

Date: 16 July 2018

Revision: 19 June 2023

### Coverage:

This policy applies to all Township of Huron-Kinloss owned, leased and/or rented vehicles operated by Township staff.

### Policy Statement:

All Township of Huron-Kinloss owned and operated vehicles and equipment shall be operated in a safe manner and identified with the Township of Huron-Kinloss logo.

### Legislative Authority:

Highway Traffic Act, Canada Revenue Agency Act

### Contents:

#### 1. Definitions:

- a) On Call: An employee that has been assigned the duties of responding to after hour's emergency situations for that particular department.
- b) Personal Use: Use of a Township vehicle for a purpose other than conducting business on behalf of the Township. Personal use also includes driving between the regular place of employment and the employee's place of residence.
- c) Township Vehicle: Any vehicle owned or leased by the Township of Huron-Kinloss provided for use to employees.

#### 2. GUIDELINES & REGULATIONS:

- a) All Township vehicles shall be identified with the approved Township of Huron-Kinloss logo displayed in a prominent location on each side of the vehicle. In the circumstances where a Township Vehicle is assigned to the Fire Chief for use by the Fire Department, the appropriate and approved Fire Department Logo(s) and all associated National Fire Protection Association (NFPA) safety striping and markings and emergency lighting equipment shall be affixed or installed.
- b) If the Township vehicle is involved in an accident, the employee must notify their Supervisor or Senior Manager immediately.

- c) Any person operating a Township vehicle shall adhere to the laws of Ontario and Canada as the case may be. Any offence may result in disciplinary action up to and including dismissal.
- d) Any parking ticket, speeding ticket, seatbelt fine or other such charge shall be the responsibility of the employee operating the vehicle, and not that of the Township, and shall be reported to their Immediate Supervisor or Department Head. Discipline may be initiated for frequent violations of laws resulting in such tickets or fines.
- e) All employees using Township vehicles are required to possess a valid driver's licence in good standing, and the licence held must be valid for the type of vehicle being used. Any operator who has his/her driver's licence revoked or suspended shall notify their Supervisor or Senior Manager immediately. In this event, the operator shall immediately cease any usage of Township vehicles.
- f) Employees required to operate Township vehicles shall provide a photocopy of their drivers licence to Human Resources at the time of hire. The Township may also obtain a driver's abstract from the Ministry of Transportation at any time to ensure the validity of all drivers' licences. Abstracts will be procured by Human Resources with the consent of the Employee. If it is found that an employee using a Township vehicle does not hold a valid driver's licence, they shall not be permitted to operate a Township vehicle.
- g) The privilege of driving a Township vehicle may be withdrawn for any of the following reasons:
  - i. Abuse or misuse of the vehicle;
  - ii. Failure to comply with the Township of Huron-Kinloss policies and procedures; and
  - iii. A driver's abstract which becomes unsatisfactory during the course of operating a company vehicle.
- h) Employees must not, under any circumstance, operate Township vehicles under the influence of any alcohol, cannabis, illegal drugs, prescription drugs or medications which may interfere with the safe operation of a vehicle, as outlined in the Township of Huron-Kinloss Alcohol and Drug policy
- i) Smoking and vaping are strictly prohibited in all Township vehicles including tobacco, tobacco products, electronic cigarettes or prescribed product or substance.
- j) Any employee operating a Township vehicle must be mindful of the Township of Huron-Kinloss public image and maintain courteous behaviour and customer service at all times.

- k) Employees shall ensure that Township vehicles are kept clean and in a presentable manner.
- l) All Township vehicles are subject to mandatory scheduled maintenance and shall include oil changes, safety checks, and any other forms of maintenance.
- m) Employees not regularly scheduled to perform their duties with a township vehicle must obtain prior authorization and follow proper internal procedures.

3. Vehicle Use:

- a) Employees are not permitted to take Township vehicles home for personal use , with the following exceptions of the following Designated Employees due to the nature of the position:
  - i) Director of Public Works
  - ii) Fire Chief
  - iii) Public Works Lead Hand/Foreman
- b) Other than the Designated Employees specifically listed above in (a), employees are not allowed to take Township vehicles home except in the following circumstances:
  - i. When on route to/from home to attend conferences, training, or other similar circumstances.
  - ii. When the employee is on call and the Township vehicle is equipped with special tools, equipment, materials, etc., provided that the home location permits the employee to respond within an appropriately prompt timeframe.
  - iii. For winter patrol.
- c) The use of Township Vehicle is for Township business only unless the vehicle is provided by the Township as a taxable benefit.
- d) All Designated employees who use a Township vehicle for travel to and from their home to work and/or who have a vehicle provided by the Township shall be subject to a taxable benefit in accordance with the Canada Revenue Agency Guidelines to Taxable Benefits and Allowances.
- e) Township employees are the only authorized drivers of Township vehicles except in the following circumstances:
  - i. Individual involved in the service and repair of vehicle
- f) No person other than Township employees may be transported in a Township vehicle except in the following circumstances:

- i. A Member of Council, Board, Committee or volunteer as part of a municipally sanctioned event, or,
- ii. An employee, Member of Council, Board, Committee or Volunteer of another municipality or similar public agency who may be carpooling to a training or other municipally sanctioned event.
- iii. An individual assisting and/or involved in township business