

<b>TANTRAMMAR POLICY NUMBER:</b> 2023-07	<b>Pages:</b> 2
<b>Administered by:</b> Chief Administrative Officer	<b>Subject:</b> Responsibility for Municipal Owned Vehicles
<b>Effective Date:</b> December 12, 2023	

**PURPOSE:**

Tantrammar owns and operates vehicles for the benefit of taxpayers of the municipality. This policy sets out the way municipally owned vehicles shall be used and operated.

**1. REGULATIONS**

- 1.1 All municipal vehicles shall be identified with the Municipality’s name and logo clearly visible. For Emergency Vehicles, the Fire Department name and logo shall be used and clearly visible.
- 1.2 During regular working hours, the Manager, or designate, shall determine which, if any, employees shall have access to, and use of, municipal vehicles in their departments.
- 1.3 Any person authorized to operate a municipally owned vehicle will be required to submit a satisfactory Drivers Abstract report to their manager or designate before the time of hire or date of authorization.
- 1.4 Under no circumstances should the vehicle be used for personal use, unless authorized by the Chief Administrative Officer or their designate.
- 1.5 Any person operating a municipal vehicle shall adhere to all applicable Federal and Provincial Laws. Any offence may result in disciplinary action up to and including dismissal or other such remedies as may be deemed appropriate by the Town.
- 1.6 If an employee is incapable of operating equipment in a safe manner, their immediate supervisor will assess the situation and receive proper information or remove the employee from the situation.
- 1.7 All persons who are required to operate municipally owned vehicles as part of their job have a responsibility to have a valid and current driver’s license. It is the responsibility of the employee to report any suspension of their driver’s license to their immediate supervisor.
- 1.8 Any person operating a municipal vehicle:
  - i) Shall possess and provide the Municipality a copy of a valid driver’s license

appropriate for the class of vehicle they are operating.

- ii) Shall provide the Municipality a copy of a driver's abstract upon hiring.
- iii) Shall be responsible for the safety, security and care of the vehicle at all times.
- iv) Shall ensure vehicles are kept clean and in a presentable manner.
- v) Has a duty to report, immediately to their supervisor, all damages, accidents or incidents.

1.9 Any parking ticket, speeding ticket, seatbelt fine, distracted driving charge or any other similar charges shall be the responsibility of the person operating the vehicle, and not that of Tantramar, and shall be reported to the appropriate Manager or designate.

## **2. IDLING**

2.1 Any person operating a Municipal vehicle must adhere to the following idling limitations:

- i) Vehicles shall never be left idling.
- ii) Engine warm-up periods will not exceed one minute (provided required airbrake pressure and/or other critical settings have been reached).
- iii) Vehicles will be shut off whenever idling time is expected to exceed one minute.

2.2 As with all policies there will be some scenarios which are not conducive to the implementation of the limitations described above. Therefore, exceptions to this policy have been identified and only exist under the following circumstances:

- i) For vehicle maintenance and diagnostic purposes
- ii) Under extreme weather conditions or any other time when the health and safety of employees or others may be jeopardized
- iii) If the unit is not expected to be able to restart due to a mechanical problem
- iv) Emergency response units while on an emergency scene
- v) Engine is immediately required to power auxiliary equipment

### **3. AFTER HOUR USE**

After hour use of municipal owned vehicles may be required from time to time, as assigned by the Manager or their designate. This includes Road Maintenance Control where a person may be assigned a vehicle in the event of a storm advisory, threat of inclement weather or other events as determined by the Manager or their designate. At all other times, employees called in after hours must return to the Public Works garage by personal vehicle to obtain municipal equipment.