

POLICY STATEMENT AND REGULATIONS

Number: 800.10

VEHICLE USE POLICY

POLICY OBJECTIVE

The District of Summerland owns and operates vehicles for the benefit of taxpayers of the municipality. This policy sets out the manner in which municipally owned vehicles shall be used and operated.

1. DEFINITIONS

- a. For the purposes of this policy “vehicle” shall mean a car, van, SUV, truck or other apparatus owned by the District for the purpose of transporting employees who are required to travel in order to fulfill the requirements of their position. This policy is not intended to provide for the use of other equipment owned by the District, such as a backhoe, that may be used in the operations of the municipality.
- b. For the purposes of this policy, on call shall mean that an employee has been assigned the duties of responding to after hour’s emergency situations for that particular department. Normally, that employee will be receiving additional remuneration as a result of this assignment in the form of standby pay.

2. REGULATIONS

- a) All municipal vehicles shall be identified with the Municipality’s name and logo clearly visible.
- b) Employees are not permitted to take municipally owned vehicles home with the following exceptions due to the nature of the position:
 - (i) Director of Engineering and Public Works
 - (ii) Deputy Director of Public Works
 - (iii) Public Works Superintendent
 - (iv) Water Operations Manager
 - (v) Engineering and Public Works Foremen
 - (vi) Chief Operators
 - (vii) Instrumentation Electrical Technician
 - (viii) Director of Parks and Recreation
 - (ix) Fire Chief
 - (x) Assistant Fire Chief
 - (xi) Bylaw Enforcement Officer
 - (xii) Employees that have been assigned on call duties

- c) During regular working hours, the Department Manager, or designate, shall determine which, if any, employees shall have access to, use of, municipal vehicles in their departments.
- d) Requests by employees to use municipal vehicles for special events such as out of town conventions or courses shall be considered and may be authorized by the Department Head or designate.
- e) Any person authorized to operate a municipally owned vehicle will be required to submit a satisfactory Drivers Abstract report to their Department Head or designate at or before the time of hire or date of authorization. Subsequent satisfactory Drivers Abstract reports must be provided at the request of the District. In the alternative, the District may run a driver record search directly with ICBC.
- f) Employees are not allowed to take vehicles home except in the following special circumstances:
 - i) When on route to/from home to buy equipment, attending conferences or similar circumstances.
 - ii) When the employee is on call and the 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) Under no circumstances should the vehicle be used for personal use during the above scenarios.
- g) Employees are not allowed to take vehicles outside of the municipality to home except in the following special circumstances:
 - i) When on route to/from home to buy equipment, attending conferences or similar circumstances.
 - ii) When the employee is on call and the 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) Under no circumstances should the vehicle be used for personal use during the above scenarios.
- h) Employees may leave municipal vehicles parked at a District of Summerland facility if they may be on call or dispatched to various sites at the start of the workday. The facility closest to the employee's home should be used in this case, provided that the vehicle will be secure if left at that facility.
- i) Canada Revenue Agency dictates that a taxable benefit must be assessed on the home to work use of municipal vehicles. It is required that all employers be in compliance with the Canada Revenue Agency guidelines and payroll tax must be deducted accordingly. Where employees are concerned with the financial impact of the taxable benefit, it should be reviewed with their supervisor to determine if alternative arrangements can be made, such as leaving the vehicle at their work location.
- j) Any employee or volunteer authorized by the District to use a municipal vehicle shall be the sole person authorized to use that vehicle and such persons shall not allow unauthorized individuals to operate or access the vehicle at any time.

- k) Any person operating a municipal vehicle shall adhere to the Laws of British Columbia and Canada as the case may be. Any offence may result in disciplinary action up to and including dismissal or other such remedies as may be deemed appropriate by the District and relevant authorities.
- l) All employees 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. The CAO shall be advised immediately of the suspension of an employee's license. An employee who has had their license suspended for any reason other than a medical reason, and is required to operate municipal vehicles as part of their job, the District will take the following steps:
 - i) For the first license suspension and up to a period of one year, the employee may be offered a position, subject to availability, where they will not be required to operate or drive a piece of equipment. The employee shall be paid the job rate, designated for the position. If a position is not available, the employee will be suspended from work without pay for the remainder of the license suspension, after which the employee will be entitled to return to their original position.
 - ii) If a second suspension occurs within three years of the reinstatement of the employee's first suspension, the employee may be dismissed or suspended without pay.
 - iii) If the employee receives a third suspension within five years of the date of the reinstatement of the first suspension, that individual will be terminated from his or her position with the District.
- m) Employees required to use their personal vehicles in the carrying out of their duties on behalf of the District of Summerland will be reimbursed with the mileage rate set by Council. Such reimbursement shall be subject to satisfactory completion of an expense report form and must be approved by the Department Head.
- n) Any person operating a municipal vehicle must be mindful of the District of Summerland's public image and maintain courteous behaviour and customer service at all times.
- o) Any person operating a municipal vehicle:
 - i) Shall possess a valid driver's license appropriate for the class of vehicle they are operating.
 - ii) Shall be responsible for the safety, security and care of the vehicle at all times.
 - iii) Shall ensure vehicles are kept clean and in a presentable manner.
 - iv) Has a duty to report, immediately to their supervisor, all damages, accidents or incidents.
- p) Any parking ticket, speeding ticket, seatbelt fine or other such charge shall be the responsibility of the person operating the vehicle, and not that of the District, and shall be reported to the appropriate Department Head or CAO.