



**USE OF MUNICIPAL VEHICLES**

**POLICY PURPOSE**

26.1 It shall be the policy of the Municipality of the District of Shelburne to have clear rules respecting the use and operation of municipal vehicles.

**POLICY AUTHORITY**

26.2 Pursuant to the *Municipal Government Act* of Nova Scotia, the Chief Administrative Officer is responsible to Council for the proper administration of the affairs of the Municipality in accordance with the bylaws and policies adopted by Council, and shall make recommendations to Council respecting draft policies and bylaws.

**POLICY DETAILS - INSURANCE AND REGISTRATION**

26.3 All municipal vehicles and associated utility attachments shall be licensed, registered, and insured in the name of the Municipality.

26.4 Only licensed drivers who are insured under the Municipality's vehicle insurance policy shall be authorized to drive Municipal vehicles.

**POLICY DETAILS - USE AND SAFETY**

26.5 It shall be the responsibility of each staff member that uses a Municipal vehicle to ensure that prior to each use that the vehicle is in a safe and functional condition; and that any deficiencies are brought to the attention of the appropriate Manager upon return of the vehicle.

26.6 It shall be the responsibility of each Manager that is responsible for the use and operation of a Municipal vehicle to ensure that all required maintenance and service is carried out according to the vehicles specifications.

26.7 Managers shall ensure that a functioning fire extinguisher and appropriately stocked first aid kit is available in each Municipal vehicle at all times.

26.8 Employees using Municipal vehicles shall ensure that the vehicle has an appropriate amount of fuel at all times. Fuel purchases shall be made locally rotating between all fuel retailers that agree to bill the Municipality for such purchases. It is the employee's responsibility to ensure that all fuel slips are returned to the Finance Department promptly for reconciliation with future invoices for payment.

26.9 Employees using Municipal vehicles shall at all times use the vehicle consistent with and appropriate to the purpose and use at the time, with due regard to public safety and expected public expectation for use of public property. At no times shall any employee contravene any motor vehicle statute or regulation.

- 26.10 Municipal vehicles are for the exclusive use of the Municipality and shall not be used for non-municipal or personal purposes.
- 26.11 Municipal vehicles shall be returned to municipal property at the end of each workday. Chief Administrative Officer or Directors may on occasion authorize an employee to take a vehicle away or home for a short period of time when required for Municipal purposes when such action is in the best interests of the Municipality and the employee.

**POLICY DETAILS - REPAIRS**

- 26.12 Major repairs expecting to cost more than \$1000 shall be recommended by the appropriate Manager to the Chief Administrative Officer for review prior to incurring such expense.

**POLICY DETAILS - ACCIDENTS**

- 26.13 Should a Municipal vehicle be involved in an accident at any time, regardless if there is damage to a municipal vehicle or not, the employee driving the vehicle shall immediately report the accident to the RCMP and prepare a written report of the details of the incident including contact names for witnesses, for their Manager or the Chief Administrative Officer. This report shall then be forwarded by the Manager or Chief Administrative Officer to the Municipality's insurance company.
- 26.14 At no time shall any employee provide a comment or opinion as to fault to any other party involved in an accident or the RCMP. Employees shall only provide facts.

**REPEAL**

- 26.15 Municipal Vehicles - Use and Operation Policy approved by the Council of the Municipality of the District of Shelburne on April 27, 2009, is hereby repealed.

**THIS IS TO CERTIFY** that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Vehicle Use on the 22<sup>nd</sup> day of January, 2018.

**SIGNED** this \_\_\_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
WARDEN

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

Approved by Council: January 22, 2018

Effective Date: January 22, 2018