



## **RECREATION DEPARTMENT MUNICIPAL VEHICLE USE: SUMMER STAFF**

### **POLICY PURPOSE**

- 37.1 The purpose of this policy is to set forth guidelines under which municipally owned vehicles may be used by summer staff.

### **POLICY**

- 37.2 It is the policy of the Municipality of the District of Shelburne's Recreation and Parks Department that summer staff require access to municipally owned vehicles to effectively carry out specific recreation programs, events and services.

Municipal vehicles are not for personal use and should be viewed as belonging to the residents of the Municipality of the District of Shelburne and are assigned for the purposes of providing services to those residents.

Summer staff are required to operate Municipal vehicles in accordance with the applicable Provincial and Municipal regulations and in accordance with the following procedures:

### **POLICY DETAILS**

#### **37.3 Prior to Operating a Municipal Vehicle**

- a) Summer staff that operate a Municipal vehicle must have a valid Nova Scotia motor vehicle operator's license. Proof of a valid license must be provided to the Recreation Coordinator.
- b) Summer staff that operate a municipal vehicle must provide the Recreation Coordinator with a clean driver's abstract from the Registry of Motor Vehicles. Summer staff will be fully reimbursed for the cost of obtaining a driver's abstract upon submission of a receipt.
- c) Summer staff require authorization from the Director of Recreation and Parks or the Recreation Coordinator prior to using a Municipal vehicle.
- d) Names of the summer staff who will be operating the municipal vehicle will be provided to the insurance provider.

#### **37.4 General Vehicle Use Regulations**

- a) Municipal vehicles may only be used for Municipal business.
- b) Municipal vehicles will not be used to transport any individual who is not directly related to Municipal business.
- c) The Municipality of the District of Shelburne shall not be liable for the loss of damage of any personal property transported in the vehicle.

- d) Summer staff who incur parking or other fines in the Municipal vehicles will be personally responsible for payment of such fines unless the payment of such fines is approved by the Director of Recreation & Parks.
- e) Summer staff who are issued citations for any offense while using a municipal vehicle must notify their supervisor immediately.
- f) Summer staff who incur any driving infraction that impacts driving privileges must report immediately to their supervisor and cease to operate any municipal vehicle until privileges are reinstated.

### **37.5 Operation of Vehicles**

Summer staff are expected to operate the vehicle in a safe, courteous and responsible manner at all times. All summer staff who operate a municipal vehicle must adhere to the following minimum rules of operating a municipal vehicle:

- a) Before entering the vehicle, the vehicle operator will complete a walk around inspection of the entire exterior of the vehicle (circle check) to ensure the area is free of obstructions and to inspect vehicle for any safety hazards, such as obstructed windows or mirrors, deflated tires, fuel leaks, etc.
- b) Summer Staff must adhere to all applicable provincial and municipal regulations related to cell phone use while driving.
- c) Strictly observe speed limits.
- d) Safety restraints are to be worn by the driver and all passengers at all times when the vehicle is in motion.
- e) All traffic, driving and road regulations are to be strictly observed.
- f) Use of alcohol and illegal drugs is strictly prohibited. Failure to comply is a serious infraction and shall result in dismissal.
- g) Summer staff will not smoke in a municipal vehicle.
- h) If you are taking prescription medication which may interfere with the effective and safe operation of a vehicle you must report immediately to your supervisor and cease to operate any municipal vehicle.
- i) Summer staff expected to keep municipal vehicles clean and report any problems, malfunctions or damage to their supervisor immediately.
- j) Summer staff are expected to park municipal vehicles in designated parking areas. If there is no designated parking area the vehicle must be parked in a safe location.
- k) In normal circumstances, vehicle operators will shut off the vehicle engine rather than allowing the vehicle engine to idle unnecessarily.
- l) After operation of municipal vehicle keys will be returned immediately to the designated space in the Recreation & Parks Department.

### **37.6 Reporting of Accidents**

Should a municipal vehicle be involved in an accident, the vehicle operator will remain on the scene and provide assistance, if appropriate, to people who might have sustained injuries. Unless the vehicle is creating a serious safety hazard, the vehicle should not be moved following an accident until the RCMP or a supervisor, has attended the accident scene.

The vehicle operator will immediately report the accident to their direct supervisor and the RCMP, as appropriate, when the accident results in injuries or property damage. The affected vehicle operator will complete a statement outlining the details of the incident the same day of the accident occurred, if possible.

By-Law, the driver of a vehicle involved in an accident resulting in injury or death to any person, or property damage to an apparent extent of two thousand dollars or more, is required to report the accident to RCMP within twenty-four hours (see Nova Scotia Motor Vehicle Act-Section 98).

**THIS IS TO CERTIFY** that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Recreation Department Municipal Vehicle Use: Summer Staff on the 28<sup>th</sup> day of May , 2018.

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

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WARDEN

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CHIEF ADMINISTRATIVE OFFICER

Approved by Council: May 28, 2018

Effective Date: May 28, 2018