

DISTRICT OF FORT ST. JAMES
POLICY AND PROCEDURE MANUAL

POLICY GROUP:	Buildings and Property
POLICY NO.:	3.10
SUBJECT:	VEHICLE USE
ADOPTED:	August 15, 2012
REVISED:	Nov. 23 2016 (2016-20-07) February 24, 2021
ADMINISTERED BY:	Fire Chief and Public Works Superintendent

Policy: District-owned vehicles are only used for municipal operations purposes. Costs to operate vehicles and equipment and the liability associated with the use are borne directly by District taxpayers who expect to see them used appropriately, and in a legal and safe manner.

Objective: The purpose of this policy is to provide clarity regarding the use and operation of municipal vehicles, in order to control costs and maintenance related to vehicle use.

Definitions:

- “Employee” means a person employed by the District of Fort St. James and may include a volunteer fire fighter or other volunteer of the District.
- “Fort St. James area” means all of the area incorporated as the District of Fort St. James and any place from which a person may reasonably be able to drive to the Public Works Yard or the Fire Hall within 20 minutes.
- “Municipal vehicle” means a vehicle owned by or leased to the District of Fort St. James.
- “Standby” means required to stand by to be called for emergency duty outside of regular working hours.
- “Personal use” means driving for typical day to day functions not related to District business.
- “Traffic violation” means violation of laws concerning driver behaviour (examples: seat belt use, parking, speeding, reckless driving, driving under the influence), but does not include violations concerning the condition or load carried by the vehicle (examples: overweight vehicle, vehicle in disrepair, illegal load).
- “When not in use” refers to the times when a vehicle is not being utilized for work purposes. A vehicle is still considered ‘in use’ when it is being used for standby purposes.

Procedures:

1. Except where specifically exempted in this Policy, the use of municipal vehicles shall be strictly limited to the performance of duties associated with the operations of the District.
2. Municipal vehicles may only be driven by employees of the District unless otherwise authorized by the Chief Administrative Officer, Public Works Superintendent or Fire Chief.
3. Drivers must operate municipal vehicles in accordance with the Motor Vehicle Act, Workers' Compensation Regulations, and District of Fort St. James policies. Operation of any municipal vehicle is expressly prohibited where the person in care and control of the vehicle has used any substance that may legally impair the operator or may have an effect on the safe operation of the vehicle. Violation of this clause will result in immediate and severe disciplinary action.
4. Under the Tobacco and Vapour Products Control Act, vehicles and machinery used for work are considered extensions of the workplace. No tobacco or vapour products are to be used in any municipal vehicle or machinery.
5. Use of mobile phones or electronic devices, while driving a municipal vehicle is strictly forbidden. Please refer to Policy 4.14 for further details.
6. All drivers of municipal vehicles must possess an appropriate and valid driver's license for the type of vehicle being driven. Drivers must advise their supervisor if their driver's license ceases to be valid or if medical conditions impair or prevent driving.
7. All accidents involving municipal vehicles must be reported immediately to the employee's supervisor. An accident report shall be promptly submitted to the Chief Administrative Officer with a copy to the Director of Finance.
8. Parking tickets, traffic violations, and assessments related thereto will normally be the responsibility of the operator involved.
9. Employees must ensure that municipal vehicles left unattended are locked and parked securely at all times when not in operation. When not in use, municipal vehicles are stored on District property.
10. The Fire Chief and the Public Works Superintendent are each provided with a municipal vehicle to be used primarily for municipal business. Such vehicle may also be used for reasonable personal use.
11. The Public Works Employee who is on weekend standby may take an appropriately equipped Municipal Vehicle home on the weekend. During the

week from Monday to Thursday and the hours of 3:00PM to 7:00AM when an Employee is called out the Employee will go to the Public Works Yard to pick up an appropriately equipped vehicle to go to the call and return the vehicle back to the Public Works Yard when the call is completed.

When the Fire Chief is away from the District of Fort St James or is unable to respond to fire calls, they will be required to have the Deputy Fire Chief or a Fire Officer be on standby. That person may take an appropriately equipped Municipal Vehicle home while on standby.

12. Personal use must only be within the Fort St. James area and only for transportation purposes. Employees must not use District vehicles to carry, store, or move personal belongings beyond day-to-day items. Only municipal staff are permitted to travel in District vehicles.
13. District employees shall record in a vehicle logbook each trip taken in a District vehicle for personal use (included in Schedule A). This will include trips from work to home, home to work, and personal trips taken while on standby. The log of these records shall be provided to the Finance Department at the beginning of each month for the previous month.
14. Rates to determine the taxable benefit of employees relating to the personal portion of automobile expenses paid by their employers will be at the minimum rates established by the Federal Department of Finance.