

Section/Number: General Administration - 008	Approval Date: (DD/MM/YY)
Subject: Use of Community Government Vehicles	Amendment Dates:
<p>Policy</p> <p>Community Government Vehicles must only be used by authorized Community Government employees or other authorized persons for Community Government business.</p> <p>All vehicle operators must have a valid driver's license or operator's certificate appropriate to the class or type of vehicle.</p> <p>All vehicle operators must be eligible to be covered by the Community Government's insurance policy.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. The Senior Administrative Officer (SAO) will maintain a list of persons who are eligible to drive a Community Government vehicle and/or operate Community Government mobile equipment. 2. All drivers/operators must have a valid driver's licenses and/or operator's certificate appropriate to the class or type of vehicle. 3. All drivers/operators must submit a driver's abstract demonstrating that they have a valid and current driver's license and are legally eligible to operate the vehicle. 4. Only "On Call" vehicles are permitted to be used outside of the normal hours of work and these are as listed: <ol style="list-style-type: none"> 4.1. Duty "On Call" Fire Vehicle 4.2. Utilities Operations Vehicle 4.3. Works Foreman Vehicle 4.4. SAOs' Vehicle. 5. All other Community Government owned vehicles are available and insured to be driven by licensed and authorized Community Government staff and other authorized persons during normal working hours after which they must be parked at either the Public Works Garage or the Town Office. 6. In certain circumstance, the SAO may authorize the use of Community Government vehicles outside of the normal hours of work. 	

Logo

Community Government Name

Attachments
N/A
References
N/A