

Section/Number: Occupational Health and Safety - 003	Approval Date: (DD/MM/YY)
Subject: Operation of Community Government Vehicles	Amendment Dates:
<p>Policy</p> <p>All vehicle drivers and/or equipment operators must possess a valid, current and appropriate driver's license and/or operator-s certificate, must operate the vehicle/equipment in a safe manner and must abide by the conditions outlined in this policy.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <p>Eligibility to Operate Vehicles and Mobile Equipment</p> <ol style="list-style-type: none"> 1. The Senior Administrative Officer (SAO) or designate 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 license and/or operator's certificate appropriate to the class or type of vehicle or mobile equipment. 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 a vehicle on a semi-annual basis. <ol style="list-style-type: none"> 3.1. The Community Government will reimburse the costs for obtaining a driver's abstract. 4. All equipment operators must have an appropriate, valid and current certificate to operate mobile equipment (i.e. Heavy Equipment Operator's Certificate for heavy equipment). 5. Vehicle/equipment operators must report any suspension of their driver's licenses or equipment operating certificates immediately to the SAO. 6. Any Community Government employee found driving a vehicle and/or mobile equipment without the required, valid and current driver's license/operator's certificate, or driving while a driver's license/operator's certificate has been suspended, will be subject to disciplinary action up to and including dismissal. 7. The SAO or designate will semi-annually ensure that all Community Government employees eligible to operate vehicles and mobile equipment have valid and current driver's licenses/operator's certificates. 	

Operation of Vehicles and Mobile Equipment

8. Only "On Call" vehicles are permitted to be used outside of the normal hours of work. These are as listed:
 - 8.1. Duty "On Call" Fire Vehicle
 - 8.2. Utilities Operations Vehicle
 - 8.3. Works Foreman Vehicle
 - 8.4. SAOs' Vehicle.
9. 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 the position's normal working hours. After working hours the vehicles must be parked at either the Public Works Garage or the Community Government Office.
10. In certain circumstance, the SAO may authorize the use of Community Government vehicles outside of the normal hours of work.
11. Drivers/operators must only use Community Government vehicles and mobile equipment for municipal business unless otherwise authorized by the SAO.
12. Drivers/operators must observe safe driving practices at all times, including, but not limited to:
 - 12.1. use of seat belts
 - 12.2. obeying speed limits, traffic signs and signals
 - 12.3. conducting pre-operation checks to ensure the vehicle/equipment is in good working order
 - 12.4. taking extra pre-cautions when reversing the vehicle/equipment and
 - 12.5. respecting distracted driving legislation.
13. Vehicle/equipment operators must report and are responsible for addressing, any tickets or violations received while operating the vehicle/equipment, including, but not limited to, speeding, parking or other traffic violations.
14. Drivers/operators may be required to take a safe driving training program.
15. Prior to operating any vehicle/equipment, all drivers/operators must receive an orientation to the vehicle/equipment to familiarize themselves with safety belts, braking systems, back-up alarms and other features of the vehicle.

Accident and Operating Equipment Reporting

16. Any employee or other authorized individual involved in an accident while operating a community government vehicle/equipment must report the accident to the SAO as soon as possible.
 - 16.1. The Driver/Operator must contact the RCMP concerning any serious accidents, accidents where there are injuries, and/or where there may be a dispute as a result of the accident.

17. A Motor Vehicle Accident Report Form must be completed by the driver/operator on the day of the accident and submitted to the SAO.

17.1. If possible, pictures should be taken to accompany the report.

18. The SAO or designate will ensure the insurance company is notified, in writing of the accident along with a copy of the Motor Vehicle Accident Report.

Attachments

Motor Vehicle Report Form

References

N/A

Logo

Community Government Name

NAME OF COMMUNITY GOVERNMENT

MOTOR VEHICLE ACCIDENT REPORT

Description of Community Government Vehicle/Equipment

Type: _____ Make and Year: _____

Serial No.: _____ License No.: _____

Estimated Damage _____

Driver Information

Driver's Name: _____ Department: _____

Driver's License No.: _____ Class: _____ Expires: _____

Reason for Use of Vehicle at the time of the Accident: _____

Time and Place of Accident

Date: _____ Time: _____

Location: _____

Witnesses: _____

Second Driver and Vehicle Information

Driver's Name: _____ Owner's Name: _____

Address: _____ Address: _____

Driver's License No.: _____ Serial No.: _____

Insurance Agent: _____ Insurance Co.: _____

Estimated Damage: _____ Policy No.: _____

Logo

Community Government Name

Description of Accident

Driver's Signature: _____ Supervisor's Signature: _____

Date: _____

To be completed by the driver of the vehicle/equipment and submitted to the SAO