


POLICY MANUAL

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	Employee Use of Municipal Vehicles and Facilities	April 25, 2000	C00-077

PURPOSE:

To establish guidelines for employee use of municipally owned vehicles and facilities.

1.0 Vehicles

The Chief Administrative Officer (CAO) is authorized to allocate vehicles or approve expense reimbursement under this policy.

The Municipality will provide:

1. a vehicle owned or leased by the municipality, or
2. reimbursement of expenses for the use of the employee's own vehicle

to all employees who require a vehicle to perform their duties.

Expenses for regular or occasional use of the employee's own vehicle will be reimbursed in accordance with the Travel and Subsistence rates established by Council.

All Municipally owned or leased vehicles will be equipped with adequate signage and equipment to ensure that it complies with all regulations and is safely equipped to perform its task. The vehicles will be equipped with a first aid kit, fire extinguisher and approved warning devices as required.

Employees operating municipally owned or leased vehicles will:

1. supply a driver's abstract upon request (at the cost of the County);
2. at all times consider safety when working around or operating the vehicle;
3. adhere to all traffic laws and regulations;
4. operate the vehicle in accordance with the condition of the road; and
5. inspect the vehicle prior to operating to ensure it is in a safe operating condition and there are no hazards in the immediate vicinity.

The Chief Administrative Officer may authorize employees to use a municipally owned or leased vehicle for travel from their residences to their place of work only when it is advantageous to the municipality that an employee leave directly from the residence to perform work related duties. In all other circumstances, the municipally owned vehicles must be parked at the County shop or office.



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One supervisor, Municipal Services Director, is authorized to take their County vehicle home. This authorization will cease upon the present Municipal Services Director terminating his employment with Starland County. A taxable benefit for this employee will be calculated annually. The employee authorized to take home their vehicles, must provide a daily log for record purposes.

No one other than Starland County employees shall accompany the employee in a municipally owned or leased vehicle without the prior approval of the Chief Administrative Officer.

Failure to adhere to this policy may result in the removal of authority to use a municipally owned or leased vehicle.

2.0 Facilities

Employees may use the facilities of the municipality for personal work but must first obtain the permission of the Public Works Supervisor and Chief Administrative Officer. The facility must be vacant and not otherwise required for County work.

The employee must provide all tools and materials required for any work carried out in a municipal facility. The employee must also provide the County with a waiver of liability for all and any use of the County facility.

No one other than Starland County employees are allowed on the premises when utilizing the facilities of the municipality for personal work.



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Policy Amendments:

May 23, 2006 (C06-128)

October 10, 2008 (C07-194) – Memorandum of Agreement: Supervisors use of County vehicles

May 23, 2018 (C18-079) - Addition of Community Services Director Use of County Vehicle (as per employment agreement – January 1, 2010)

October 14, 2020 (C20-208) - Amendment of Municipal Administrator to Chief Administrative Officer (CAO) throughout policy; Section 1.0 Vehicles - Deletion of Community Services Director and Public Works Supervisor having authorization to take their County vehicles home; Addition of Assistant Public Works Supervisors having authorization to take their County vehicles home; Section 2.0 Equipment - Changed to clarify that employees are no longer authorized to utilize any County equipment for their own personal use unless they contract the County to do the work for them with rates charged equivalent to ratepayers rates.

October 28, 2020 (C20-220) – Remove Section 2.0 Equipment in its entirety; Change Section 3.0 Facilities to Section 2.0 Facilities; Change name of policy and other areas to reflect deletion of Section 2.0 Equipment.

July 20, 2022 (C22-186) – Removed positions not authorized to take County vehicles home and added disclaimer for future authorizations.