



# TOWN POLICY

## ADMINISTRATION POLICY: **Vehicle Use Policy**

**DEPARTMENT:** Human Resources

**POLICY NUMBER:** HR-067

**EFFECTIVE DATE:** January 13, 2009

**SUPERSEDES:** Policy #V15-1

**UPDATED:** April 29, 2024

**UP FOR REVIEW:** April 29, 2029

### **Policy Statement:**

The Town of Cardston owns and maintains vehicles to be used by its employees to conduct the affairs of the municipality.

## **1. General Procedure**

- (1) Appropriate use of vehicles includes travel to:
  - (a) Conduct Town business; including training, conferences, and meetings
  - (b) Support the employee while conducting Town business; including acquiring food, accommodations, and fuel
- (2) Only employees holding an appropriate license shall operate vehicles. Employees or their guests may travel as passengers.
- (3) Whenever possible, an employee will be provided with a vehicle when business travel is required outside of the Town of Cardston.
- (4) On call employees shall have access to a vehicle to take home while on call. All other vehicles are to be parked at the appropriate Town-owned facility after business hours unless authorized by the Chief Administrative Officer due to unusual circumstances.

## **2. Responsibilities**

Drivers of Town vehicles shall:

- (1) Operate vehicles in accordance with:
  - (a) Federal, Provincial and local regulations and traffic laws
  - (b) Safety policies and procedures of the Town of Cardston
  - (c) Manufacturer specifications; including use of safety devices by all occupants





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- (2) Report unsafe vehicle conditions or concerns and/or any accidents, license suspensions, and traffic violations (including parking violations) to their direct supervisor at the first opportunity.
- (3) Maintain the interior of the vehicle in a clean and orderly manner.
- (4) Refrain from using alcohol or smoking in Town vehicles at all times.
- (5) Pay all fines, traffic violations, and damage costs resulting from using Town vehicles in an unauthorized or illegal manner.

## REVISION HISTORY

Date	Description
April 27, 2023	Update Policy
April 29, 2024	Add General Procedure, update formatting

**APPROVAL: Jeff Shaw** ..... **DATE: May 22, 2024** .....

*Chief Administrative Officer, Jeff Shaw* ..... *(signed copy kept in CAO policy binder)*

