



TOWN POLICY

ADMINISTRATION POLICY: **Vehicle Use Policy**

DEPARTMENT: Human Resources

POLICY NUMBER: HR-067

EFFECTIVE DATE: April 27, 2023

SUPERSEDES: Policy #V15-1

UPDATED: April 27, 2023

UP FOR REVIEW: April 27, 2026

Policy Statement:

The Town of Cardston owns and maintains vehicles which are available solely for the purpose of assisting staff members in the day to day functions of performing Town of Cardston business.

The purpose of this policy is to:

Ensure the availability of and the appropriate use for Town owned vehicles.

Authorized drivers shall only be employees of the Town of Cardston who hold current & valid drivers licenses. No other drivers are allowed to operate Town of Cardston vehicles unless by approval of Council. Authorized passengers shall be employees of the Town or their guests involved with official Town business.

Driver Responsibilities include the following:

- Ensure all Safety policies and procedures of the Town of Cardston are adhered to.
- Ensure that all safety devices, including seat belts, are used by all vehicle occupants.
- Maintain a current & valid driver's license.
- Operate vehicles in accordance with Federal, Provincial and local regulations and traffic laws.
- Use safe driving practices at all times.
- Report unsafe vehicle conditions or concerns promptly to the employee's direct supervisor.
- Report all accidents, license suspensions, and traffic violations (including parking violations) to the driver's direct supervisor.
- Maintain the interior of the vehicle in a clean and orderly manner; do not leave trash, etc., in the vehicle.
- The use of alcohol or smoking in Town vehicles is strictly prohibited at all times.





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- Driver is responsible for the payment of all fines or traffic violations associated with the use of Town vehicles other than those related to repair and maintenance which is the responsibility of the Town.

Appropriate use of vehicles includes the following:

- Town of Cardston vehicles are to be used to conduct official Town business.
- Vehicles are not to be used for personal errands or similar activities.
- Damage/restoration costs resulting from unauthorized or illegal use of Town vehicles will be the complete responsibility of the driver.

Whenever possible, an employee will be provided with a Town owned vehicle when business travel is required outside of the Town of Cardston.

On call employees shall have access to a Town owned 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.

REVISION HISTORY

Date	Description
April 27, 2023	Update Policy

APPROVAL: **DATE:**

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

