

STARLAND COUNTY POLICY MANUAL

FUNCTION: General Administration (All Departments)

FUNCTION NUMBER: 120

POLICY: Employee Use of Municipal Vehicles, Equipment and Facilities

POLICY NUMBER: 120-1

DATE: April 25, 2000

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

1.0 Vehicles

The Municipal Administrator 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 Municipal Administrator 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.

Effective January 01, 2008, three supervisors including the Public Works Supervisor, Manager of Municipal Services and the Agricultural Fieldman are authorized to take their County vehicles home. A taxable benefit for these three employees will be calculated annually. The employees 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 Municipal Administrator.

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

2.0 Equipment

Employees working for the County may from time to time utilize County owned equipment for their own use and benefit. County equipment includes all tools, light equipment (including pumps, generators etc.) and heavy equipment (trucks, graders loaders, etc.) All use of County equipment for any purpose must be authorized by the Public Works Supervisor and reported to County Council, and will only be authorized if the equipment is not actively being used for municipal work.

All trucks and all other heavy equipment will only be operated by an operator approved by Council. Where an operator is involved, the employee must reimburse the County for machine time at 75% of the current rates for the equipment as established by the Alberta Roadbuilders Heavy Construction Association. The work completed with the heavy equipment at the reduced rates must benefit the employee directly, and must be restricted to a site owned or rented by the employee.

3.0 Facilities

Employees may use the facilities of the municipality for personal work, but must first obtain the permission of the Public Works Supervisor and Municipal Administrator. 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.

Policy Amendments:

May 23, 2006 (C06-128)

October 10, 2008 (C07-194) – Memorandum of Agreement

Supervisors use of County vehicles