


# POLICY MANUAL

	SECTION	POLICY NO.	PAGE
	GENERAL ADMINISTRATION (ALL DEPARTMENTS)	120-12	1 of 4
	POLICY TITLE	DATE	MOTION NO.
	Employee Conduct & Use of County Vehicles & Facilities	December 14, 2022	C22-305

## PURPOSE:

It is appropriate and necessary for the terms of use to be set out with regard to the permitted and authorized use of County Vehicles.

## 1. APPLICATION

All Starland County staff are required to abide by the policy below for the use of owned and leased County Vehicles.

## 2. DEFINITIONS

2.1 Whenever the singular masculine gender is used in this procedure, the same shall include the feminine gender whenever context requires.

2.2 In this document, unless the context otherwise requires:

2.2.1 "CAO" shall mean Chief Administrative Officer for Starland County or his designate.

2.2.2 "Council" shall mean the body of elected officials who govern Starland County.

2.2.3 "Employee" shall mean an individual employed by Starland County.

2.2.4 "Supervisor" shall mean all Employee's with the classification of Supervisor, Director, or CAO.

2.2.5 "County" shall mean Starland County as an employer.

2.2.6 "County Vehicle" shall mean any motorized vehicle, including equipment, owned or leased by the County.

## 3. PROCEDURE GUIDELINES

### 3.1 General

3.1.1 Employees are responsible for their personal safety and for the safety of their passengers, co-workers, and the general public at all times while operating County Vehicles.

3.1.2 Any Employee authorized to operate County Vehicles shall ensure that the vehicle is operated in a professional and courteous manner and that the vehicle is maintained in a clean and safe condition at all times. Basic maintenance and cleaning of the vehicle, inside and out, is the responsibility of the operator. County vehicles must display a respectable image to the public.



SECTION	POLICY NO.	PAGE
<b>GENERAL ADMINISTRATION (ALL DEPARTMENTS)</b>	<b>120-12</b>	<b>2 of 4</b>
POLICY TITLE	DATE	MOTION NO.
<b>Employee Conduct &amp; Use of County Vehicles &amp; Facilities</b>	<b>December 14, 2022</b>	<b>C22-305</b>

### 3.2 License Requirements

- 3.2.1 Any Employee operating a County Vehicle must hold a valid Alberta Operators License appropriate to the operation of that vehicle.
- 3.2.2 In the event that an Employee who operates a County Vehicle is involved in an incident, whereby the Employee's driver's or operator's license is suspended or revoked, he is obligated to inform his Supervisor or Human Resources within twenty-four (24) hours of the incident and shall not operate any County Vehicle unless and until his driver's or operator's license is fully reinstated.
- 3.2.3 Any person being hired by Starland County must provide authorization for Starland County to request a 5-year Commercial Driver's Abstract dated within 30 days of the date of hire, to verify a driver has no more than 6 demerit points on their abstract. They must verify if a driver has not been in more than 2 collisions, preventable or otherwise, in the last 5 years. This will also verify that the driver is not under suspension.
- 3.2.4 Any Employee who is authorized to drive a County Vehicle must provide an updated driver's abstract on an annual basis. This will be requested by the Human Resources Coordinator and paid at the expense of Starland County. The driver's abstract will thereafter become a part of the permanent personnel file.
- 3.2.5 Any Employee who is authorized to operate a County Vehicle must immediately communicate any changes to the validity, status or conditions of their license to his Supervisor or Human Resources and shall operate the County Vehicle in strict accordance with any conditions on their driver's or operator's license.
- 3.2.6 The cost of medicals required as part of the licensing requirements for a permanent full-time employee's position will be covered by Starland County. Seasonal employees will be eligible for coverage after two consecutive seasons with Starland County.

### 3.3 Traffic Violations, Offenses, and Penalties

- 3.3.1 Any Employee operating a County Vehicle shall allow sufficient time to reach destinations without violating speed limits or traffic laws.
- 3.3.2 All persons are expected to be aware of, understand, and strictly abide by the provisions of the Traffic Safety Act, R.S.A. 2000, as well as all other applicable provincial and municipal traffic rules and regulations at all times while operating County Vehicles.



SECTION	POLICY NO.	PAGE
<b>GENERAL ADMINISTRATION (ALL DEPARTMENTS)</b>	<b>120-12</b>	<b>3 of 4</b>
POLICY TITLE	DATE	MOTION NO.
<b>Employee Conduct &amp; Use of County Vehicles &amp; Facilities</b>	<b>December 14, 2022</b>	<b>C22-305</b>

3.3.3 Use of a cell phone while operating a County Vehicle is strictly prohibited. In order to use a cell phone to receive or make a call, it is mandatory to pull over and park the vehicle at a safe location.

3.3.4 Texting while driving is strictly prohibited.

3.3.5 All Employees are solely responsible for paying any fines or penalties incurred from traffic, parking, or other violations incurred at any time while operating, or in authorized possession, of a County Vehicle. Exceptions may be made, at a CAO's discretion, for commercial vehicle penalties incurred as a result of a vehicle issue or over-loading infraction over which the driver had no direct control. It is the responsibility of the CAO to ensure these violations are paid if an exception is made and the County has taken responsibility.

#### **3.4 Vehicle Maintenance, Inspections, and Repairs**

3.4.1 Prior to operating any County Vehicle, an inspection will be conducted using the inspection report provided. Any noted deficiencies shall be brought to the attention of the Supervisor and Shop Foreman. See Safety Manual Element 1 Page 9 for further information.

3.4.2 All County Vehicles will be scheduled for monthly maintenance and inspections, as required.

3.4.3 All maintenance, inspections, and repairs shall be in accordance with standards required by provincial and federal law.

#### **3.5 Responsibilities of Operators**

3.5.1 An employee will use and permit the use of County assets only for the performance of County duties, or as approved in accordance with the policies on vehicle and equipment use.

3.5.2 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.

3.5.3 Persons operating or riding as passengers in County Vehicles must use seat belts at all times. There may not be more passengers in any vehicle than the number of seatbelts in the vehicle.



SECTION	POLICY NO.	PAGE
<b>GENERAL ADMINISTRATION (ALL DEPARTMENTS)</b>	<b>120-12</b>	<b>4 of 4</b>
POLICY TITLE	DATE	MOTION NO.
<b>Employee Conduct &amp; Use of County Vehicles &amp; Facilities</b>	<b>December 14, 2022</b>	<b>C22-305</b>

- 3.5.4 The use or consumption of alcoholic beverages, prescription, non-prescription, mind altering (legal drugs such as marijuana), illegal, or over the counter drugs, which may impede the operator's ability to operate the vehicle, is strictly prohibited. Violation of this term may constitute grounds for discipline which may include termination of employment. See Policy 120-5.
- 3.5.5 All County Vehicles are to be securely locked before the vehicle is left unattended. Valuables shall not be left in an unattended County Vehicle at any time.
- 3.5.6 No alterations whatsoever, including affixing stickers to the vehicle, may be made to County Vehicles without prior written approval by the CAO.
- 3.5.7 Smoking and vaping is strictly prohibited in all workplaces or work vehicles. Under the *Tobacco, Smoking and Vaping Reduction Act*, workplace is defined as, "all or any part of a building, structure, or other enclosed area in which employees perform the duties of their employment, whether or not members of the public have access to the building, structure, or area as of right or by express or implied invitation, and includes reception areas, corridors, lobbies, stairwells, elevators, escalators, eating areas, washrooms, lounges, storage areas, laundry rooms, enclosed parking garages and work vehicles." A work vehicle is defined as, "a vehicle owned or leased by an employer and used by employees during the course of their employment."
- 3.5.8 If an employee is found to be responsible for ongoing abuse, neglect or willful damage to a County Vehicle or Equipment they will receive discipline up to and including termination. The Employee may be required to pay for the damage.

# Employee Conduct & Use of Vehicles & Facilities



## ACKNOWLEDGEMENT AND AGREEMENT

By signing this document, I \_\_\_\_\_ (Name)

1. Acknowledge receipt of this procedure.
2. Acknowledge I have read and considered all of the requirements, provisions, and expectations and agree to abide by the terms of this procedure.
3. Acknowledge and understand that violation of this procedure may lead to disciplinary and/or legal action.

Agreed to and accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

Witnessed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Witness Name

\_\_\_\_\_  
Witness Signature