

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

POLICY MANUAL

---

POLICY TITLE: Use of Township Vehicles      SUBJECT: Township owned Commercial Vehicle Use

POLICY SECTION:      V      POLICY NO:

EFFECTIVE DATE:      June 7, 2023      ENACTED BY: Resolution

**1. Policy Statement**

The Township of The North Shore requires that only Authorized Personnel utilize company vehicles in a manner consistent with our organizational requirements and mission, vision and values.

**2. Purpose**

To establish guidelines and clearly communicate to all staff what is considered to be appropriate use of Township of The North Shore vehicles.

**3. Application**

This policy applies to all Township of The North Shore employees (full-time, part-time, volunteer fire fighters, seasonal, students & contractors) who use or have access to Township of The North Shore vehicles for the purposes of carrying out their duties.

**4. Definitions**

For the purpose of this policy:

- "Vehicle" means car, pickup truck, fire truck/vehicle, plow truck, tractor, bulldozer, lawnmowers, or any other apparatus owned by the Township of The North Shore for the purposes of transporting employees who are required to travel in order to fulfill the requirements of their position.
- "On Call" means any arrangement where staff are on schedule to respond to workplace demands at any time during a set period but may be at home or somewhere nearby unless called to work. This type of work involves handling issues that can arise unexpectedly, including emergency situations, maintenance malfunctions, or inclement weather.
- "Personal Use" means any driving by an employee for purposes not related to their employment. Example - vacation trips or driving to conduct personal activities.

**5. Procedures and Regulations**

Employees use Township of The North Shore vehicles for various purposes allowing them flexibility in the performance of work to provide services throughout the Township of The North Shore geographical boundaries.

Vehicle Provision for Staff during Regular Working Hours: The Public Works Manager or Fire Chief shall determine which, if any, employee(s) shall have access to and use of Township of The North Shore vehicles within their departments. No Township of The North Shore vehicle shall be used for personal purposes.

Vehicle Provision for Staff Outside of Regular Working Hours: Where use of a Township of The North Shore vehicle is made available after normal working hours, the vehicle is provided exclusively for Township of The North Shore business and not for personal use. (See 'personal use' under definitions)

Vehicles at Place of Residence: Employees are not permitted to take municipally owned vehicles home, except in the case that:

- The employee is the Fire Chief or Public Works Manager or approval has been given by the Public Works Manager or Fire Chief to staff who are on call after normal business hours.
- When on route to/from home to buy equipment, attending conferences or similar circumstances.
- When the employee is on call and the vehicle is equipped with special tools, equipment, materials, etc., provided that the home location permits the employee to respond within an appropriately prompt timeframe.

Such determination to take a vehicle home shall be based on the on-call status of an employee who are on call after normal business hours for emergencies, and for the need for vehicle use for special events.

Vehicles outside of Township of The North Shore boundaries: Employees are permitted to take Township of The North Shore owned vehicles outside of the Township of The North Shore boundaries with permission from the Public Works Manager or Fire Chief, in cases where the employee is on route to/from buying equipment, attending conferences or similar circumstances in relation to Township of The North Shore related business.

Vehicle Restriction: In all cases:

- Township of The North Shore vehicles will not be driven by non-employees, or current or future employees that do not possess a valid driver's license appropriate for the class of vehicle they are operating (with the exception of driving a fire truck to the scene of a call, per the Fire Protection and Prevention Act, and the Ontario Highway Traffic Act – however the driver will still need to possess a valid G2 or G license)
- Any person authorized to operate a municipally owned vehicle will be required to submit a satisfactory Drivers Abstract report, per the Township of The North Shore's "Criminal Record Check Policy", and at or before the time of hire or date of authorization.

Sole Right of Use: any person authorized to use a Township of The North Shore vehicle will have the sole right to operate the vehicle and shall not allow unauthorized individuals to operate or access the vehicle or equipment. No personal passengers shall be allowed at any time. The only exception to this rule will be for Township of The North Shore events.

## **6. Expectations**

- a) The Township of The North Shore will conduct driver abstracts per the Township's "Criminal Record Check" Policy.
- b) Any employee operating a Township of The North Shore vehicle shall be mindful of the Township's public image and always maintain courteous behaviour and customer service practices.
- c) Any employee operating a Township of The North Shore vehicle shall possess a valid provincial driver's license appropriate for the class of vehicle they are operating (with the exception of driving a fire truck to the scene of a call, per the Fire Protection and Prevention Act, and the Highway Traffic Act – however the driver will still need to possess a valid G2 or G license)

- d) Any employee operating a Township of The North Shore vehicle shall be responsible for the safety, security and care of the vehicle.
- e) Any employee operating a Township of The North Shore vehicle shall ensure all occupants, including operator, wear a seat belt when the vehicle is in operation.
- f) Any employee operating a Township of The North Shore vehicle has a duty to report immediately to their supervisor all damages, accidents, incidents, malfunctions and any required maintenance.
- g) Any parking ticket, speeding ticket, seatbelt fine, distraction fine, criminal matter, or other such charge issued to employees during the course of their employment while driving a Township of The North Shore vehicle, and while driving their own personal vehicle, shall be the responsibility of the employee operating the vehicle, and not that of the Township of The North Shore. The occurrence shall be reported to the appropriate Department Head and the Clerk as soon as possible.
- h) Any employee or passenger of a Township of The North Shore vehicle will refrain from smoking in the vehicle.
- i) All staff operating a Township of The North Shore vehicle shall adhere to the Ontario Highway Traffic Act.
- j) Any employee authorized by the Township of The North Shore to use a Township vehicle shall be the sole person authorized to use that vehicle and such persons shall not allow unauthorized individuals to operate or access the vehicle at any time.

## **7. Responsibilities**

It is the responsibility of the operator to promptly report to their immediate manager when any of the following occur:

- Their driver's license is expired, suspended or revoked for any reason within 24 hours of such occurrence.
- Their class of driver's license changes (upgraded or downgraded).
- A medical condition develops which may affect the ability to drive or operate a vehicle.
- A medical practitioner advises that the employee may not operate a vehicle, either permanently or temporary.

## **8. Consequences of Non-Compliance**

- Any parking ticket or speeding infraction or other such charge incurred in a Township of The North Shore vehicle shall be the responsibility of the driver of the vehicle and not the Township of The North Shore.
- Any offence may result in disciplinary action up to and including termination of employment, or other such remedies as may be deemed appropriate by the Township of The North Shore and relevant authorities.
- All employees who are required to operate Township of The North Shore owned vehicles as part of their job have a responsibility to have a valid and current driver's license. It is the responsibility of the employee to report any suspension of their driver's license to their immediate supervisor. The Clerk and Department Head shall be advised immediately of the suspension of an employee's license. If an employee who has had their license suspended for any reason other than a medical reason, and is required to operate Township of The North Shore vehicles as part of their job, the Township of The North Shore will take the following steps:
  - i) For the first license suspension and up to a period of one year, the employee may be offered a position, subject to availability, where they will not be required to operate or drive a piece of equipment. The employee shall be paid the job rate, designated for the position. If a position is not available, the employee will be suspended from work without pay for the remainder of the license suspension, after which the employee will be entitled to return to their original position.

- ii) If a second suspension occurs within three years of the reinstatement of the employee's first suspension, the employee may be dismissed or suspended without pay.
- iii) If the employee receives a third suspension within five years of the date of the reinstatement of the first suspension, that individual will be terminated from his or her position with the Township of The North Shore.