



## **POLICY NO. 22**

### **USE OF MUNICIPAL VEHICLES POLICY**

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#### **Purpose of Policy**

The purpose of this policy is to regulate the use of municipally owned vehicles. This policy applies to the use of all vehicles owned by the Municipality including automobiles, trucks, trailers, and other motorized equipment licensed for use on public roads.

#### **Practices for Use**

- A) Drivers of Municipal vehicles must adhere to posted speed limits and obey all motor vehicle regulations. Drivers are personally responsible for payment of any tickets resulting from their actions and may be subject to disciplinary action, depending on the severity of the offence.
- B) Municipal vehicles shall be returned to Municipal property at the end of each day except:
- in the case of the snow plow vehicle, which may be taken home by the snow plow driver when snow or freezing rain is forecast for the ensuing night or morning; or
  - in the case of a Municipal employee using the vehicle when attending Municipal business at a distance from the Municipality, such as a training course, etc.
- Prior approval must be obtained from the Chief Administrative Officer in either case.
- C) Use of Municipal vehicles is restricted to Municipal purposes. Personal use of vehicles will be treated as abuse of Municipal policy and disciplinary action will be taken.
- D) Drivers of Municipal vehicles must have appropriate licensing and be insured by the Municipality before permitted to drive.
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- E) The Council of the Municipality of Barrington wishes to reduce greenhouse gas emissions resulting from the unnecessary emissions of nitrogen oxides, carbon monoxides, sulphur dioxides, etc., therefore no staff person shall cause or permit a municipal vehicle to idle continuously for more than three (3) minutes.

This section does not apply to the following situations:

1. A vehicle that remains motionless because of an emergency, or traffic conditions which includes but is not limited to congestion in traffic, weather conditions or mechanical difficulties over which the driver has no control.
2. A vehicle containing equipment that must be operated in association with the vehicle which includes but is not limited to snow removal vehicles.
3. An employee making observations or conducting maintenance or doing construction.
4. A vehicle where idling is required as part of the repair process or to prepare the vehicle for service.
5. A vehicle engaged in a parade or any other event authorized by the Municipality.

- F) Passengers are restricted to authorized personnel only, that is municipal staff, etc.

### **Maintenance**

- A) Supervisors of Municipal Departments will be responsible for the performance and record keeping of required maintenance on all vehicles used by their Department on a regular basis and ensure vehicles are safe to drive at all times.
- B) Any damage to municipal vehicles is to be reported immediately to the Chief Administrative Officer, with a written report to follow.

**Approved by Council January 10, 2005**  
**Amended by Council August 9, 2010**  
**Amended by Council February 26, 2018**

