



TOWN POLICY

ADMINISTRATION POLICY: Vehicle Use Policy

DEPARTMENT: Human Resources

POLICY NUMBER: HR-067

EFFECTIVE DATE: January 13, 2009

SUPERSEDES: Policy #V15-1

UPDATED: April 29, 2024

UP FOR REVIEW: April 29, 2029

Policy Statement:

The Town of Cardston owns and maintains vehicles to be used by its employees to conduct the affairs of the municipality.

1. General Procedure

- (1) Appropriate use of vehicles includes travel to:
 - (a) Conduct Town business; including training, conferences, and meetings
 - (b) Support the employee while conducting Town business; including acquiring food, accommodations, and fuel
- (2) Only employees holding an appropriate license shall operate vehicles. Employees or their guests may travel as passengers.
- (3) Whenever possible, an employee will be provided with a vehicle when business travel is required outside of the Town of Cardston.
- (4) On call employees shall have access to a 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.

2. Responsibilities

Drivers of Town vehicles shall:

- (1) Operate vehicles in accordance with:
 - (a) Federal, Provincial and local regulations and traffic laws
 - (b) Safety policies and procedures of the Town of Cardston
 - (c) Manufacturer specifications; including use of safety devices by all occupants





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- (2) Report unsafe vehicle conditions or concerns and/or any accidents, license suspensions, and traffic violations (including parking violations) to their direct supervisor at the first opportunity.
- (3) Maintain the interior of the vehicle in a clean and orderly manner.
- (4) Refrain from using alcohol or smoking in Town vehicles at all times.
- (5) Pay all fines, traffic violations, and damage costs resulting from using Town vehicles in an unauthorized or illegal manner.

REVISION HISTORY

Date	Description
April 27, 2023	Update Policy
April 29, 2024	Add General Procedure, update formatting

APPROVAL: Jeff Shaw **DATE: May 22, 2024**

Chief Administrative Officer, Jeff Shaw

(signed copy kept in CAO policy binder)

