



Policy # 3.1
File No. 1280-00
Adopted November 8, 2004

Vehicle Use Policy

Policy Statement:

The purpose of this policy is to provide clarity regarding the use and operation of municipal office pool vehicles.

Costs to operate vehicles and equipment and the liability associated with the use are borne directly by District taxpayers who expect to see them used appropriately, and in a legal and safe manner.

A. REGULATIONS OF GENERAL APPLICATION

1. Operation of any District owned vehicle is expressly prohibited where the person in care and control of the vehicle has used any substance that may legally impair the operator or may have an effect on the safe operation of the vehicle. Violation of this clause will result in immediate and severe disciplinary action.
2. Except where specifically exempted in this Policy, the use of District - owned vehicles shall be strictly limited to the performance of duties associated with the operations of the District.
3. Vehicles may only be driven by employees of the District unless otherwise authorized by the Chief Administrative Officer.
4. Vehicles may only be driven within the geographical boundaries of the District of Sooke unless otherwise approved by the employee's supervisor.
5. Drivers must operate vehicles in accordance with the Motor Vehicle Act, Workers' Compensation Regulations and District policies.
6. All drivers must possess an appropriate and valid driver's license for the vehicle being driven. Drivers must advise their applicable supervisor if their driver's license ceases to be valid or if medical conditions impair or prevent driving.

7. All accidents involving District-owned vehicles must be reported immediately to the employee's supervisor. An accident report shall be promptly submitted to the Chief Administrative Officer with a copy to the Director of Finance.
8. At the discretion of the employee's supervisor, vehicles may be driven to and from their residence and workplace if a specific work situation dictates such a convenience. A vehicle so used must at all times be securely parked and locked.
9. When not in operation, employees are to ensure that District vehicles left unattended are locked and parked securely at all times.
10. Parking tickets, traffic violations and assessments related thereto will normally be the responsibility of the operator involved.

B. MAINTENANCE

1. Vehicles are to be washed when required (car wash).
2. Departments are to ensure that all conditions applicable to the warranty are met.
3. It is the Departments' responsibility to carry out all checks, as required, on the following: coolant, oil level, tire pressures, battery levels, fuel state, lights, brakes, etc.
4. Records of mechanical work performed are to be kept and filed in the main filing system.