

TOWN OF BRIDGEWATER
Use of Town Vehicles Policy

Policy No. 116

Approved: September 11, 2023

Resolution: 23-180

1.0 Policy Statement

- 1.1 The Town of Bridgewater may allow employee access to Town vehicles to assist the employee in performing the duties related to their role within the organization.
- 1.2 The Town of Bridgewater requires employees to operate Town vehicles in a safe and economical manner and requires that any individual using a Town vehicle agree, in writing, to the terms of use contained within this policy.
- 1.2 In this policy, Town vehicle means a vehicle owned, rented, or leased by the Town or the Public Service Commission.
- 1.3 This policy has been developed to assist employees in meeting the Town's expectations regarding vehicle use and to ensure compliance with the requirements of the Town's Insurance providers and the Canada Revenue Agency.
- 1.4 This policy applies to all Town employees, including employees with Bridgewater Police Services, volunteer fire fighters and employees contracted through the Public Service Commission. This policy relates to all Town-owned vehicles, which include all motorized forms of transportation that are used to transport people or goods/supplies.

2.0 Use of Vehicles

- 2.1 The Town may authorize the use of Town vehicles within the following categories:
 - 2.1.1 Employees, who drive Town vehicles to carry out their work duties, are not authorized to use those vehicles for personal use or to carry passengers (including family members) except for operational requirements.

- 2.1.2 Employees who drive emergency vehicles to carry out their work duties are not authorized to use the vehicle for personal use nor to carry passengers (including family members) except for operational requirements.
- 2.1.3 Employees, who drive Town vehicles to carry out their work duties and, due to the nature of those duties, are authorized to use those vehicles for personal use. Family members and other passengers may travel in the vehicle, when the vehicle is authorized for personal use. Any person other than the designated employee is prohibited from driving a Town vehicle without express permission from the Department Director.
- 2.2 In operating a Town vehicle, employees shall abide by all traffic laws, signals, and markings.
- 2.3 Any authorized user is responsible to hold a valid driver's license appropriate to the class for any Town vehicle being operated. Employees shall provide the Town with a valid driver's license and authorization to obtain annual driver's abstract from Access Nova Scotia for the purposes of insurance and verification.
- 2.4 Employees shall operate a Town vehicle in a manner that is a positive representation of the Town be courteous at all times and respect the rights of other drivers and pedestrians.
- 2.5 Employees shall abide by all Town policies and by-laws while operating a Town vehicle, including the restriction that employees may not smoke in a Town vehicle or permit others to do so.
- 2.6 Employees must abide by the Motor Vehicle Act in the operation of a Town vehicle, including but not limited to adherence to regulations on the use of cellular devices, seatbelts, and speed. Any violation of the Act and its regulations may result in employee discipline and/or employee responsibility to pay for any fines or damages resulting from the violation.
- 2.7 Employees using Town vehicles for private purposes without proper authorization can be held responsible for public liability and property damage claims in the event of an accident. Employees using vehicles without the appropriate authorization will be subject to corrective discipline up to and including dismissal.
- 2.8 An employee may not permit an unauthorized individual to operate a Town vehicle. Authorization to use a Town vehicle can only be granted to employees through the Departmental Director, and in the case of volunteers and members of Council, authorization can only be granted by the Chief Administrative Officer or designate.

4.0 Record Keeping

- 4.1 Employees must fully and accurately complete all records and/or logs that might be developed and updated from time to time related to the operation of the Town vehicle. Records may be for Town purposes, insurance and/or licensing requirements.
- 4.2 Department directors shall ensure that vehicle diaries are maintained and monitored for all personal use and for compliance with Canada Revenue Agency rules.

5.0 Cell Phone/Smart Device use

- 5.1 Refrain from use of cell phones and any handheld devices while operating the vehicle including while at stop signs/stop lights. Unless the vehicle is parked with the gear selector in P, the phone or device should not be in your hands nor mounted on the dash or front windshield.

6.0 Accident Reporting

- 6.1 Mandatory Incident Reporting, refer to “What to do in the case of an Accident” which requires reporting to Supervisor and Town Officials. Employees are also required to complete an Accident Report as required by insurance and the Towns Occupational Health and Safety Policy/Procedures

7.0 Exceptions to this Policy

- 7.1 Any laws, legislation or regulations specified by provincial or federal government or those that relate public transit, police and/or emergency services will be considered to prevail when there are differences.