

 <p>Town of SALISBURY</p>	POLICY	Department: Chief Administrative Officer (CAO)
	USE OF MUNICIPAL VEHICLE AND FLEET POLICY	
Effective Date: October 1, 2023		Last Reviewed Date: May 16, 2023

1. PURPOSE STATEMENT

The purpose of this policy is to:

- Outline the requirements of any representative of the Municipality who is operating machinery or vehicles within the Municipal fleet;
- Ensure the safety and well-being of drivers using municipal vehicles is paramount;
- Reduces loss and risk in light of the operation of municipal equipment.

2. APPLICATION

This policy applies to all individuals using the Municipal fleet, including but not limited to: salaried and contracted employees, volunteers, and members of the Salisbury Fire Rescue Department.

All employees are expected to fully comply with this Policy. Violation of this policy is considered a serious offence and will result in various penalties ranging from corrective action to termination of employment and/or role(s) with the Municipality.

3. DEFINITIONS

- **“Accident”** means an incident whereby a municipal-owned vehicle/equipment has come into contact with another vehicle/equipment, person or object regardless of damage or injury, or an incident with or without contact that results in injury to a person, property, vehicle or equipment;
- **“Communication Device”** means hand-held and hands-free phones, car phones, mobile phones, text messaging devices, all smart phones, pagers and two-way radios;
- **“Employee”** means, in the context of this Policy, any driver of municipal equipment which may include volunteers assisting with municipal operations and/or members of Salisbury Fire Rescue;

- **“Municipal Vehicle”** means any licensed or unlicensed automobiles, trucks, vans, or other self-propelled equipment owned, rented, or leased by the Town of Salisbury.

4. FLEET SAFETY

Safety is paramount for all who are using any component of the municipal fleet.

Storage of supplies and materials

It is strongly recommended that supplies (oil, washer fluid, tissue boxes, garbage pails, etc.) are not stored by the driver unless they are secured in such a fashion as not to be able to move in the event of a sudden movement. These items may distract the driver or become lodged under foot pedals impeding safe operation of the vehicle. Personal items should not be present as these can also distract the driver.

Traffic Legislation and Regulations

Employees driving municipal vehicles shall obey all applicable traffic and parking regulations, ordinances, and laws, including but not limited to the *Motor Vehicle Act, RSNB 1973, c M-17*.

All Employees must wear seatbelts during the operation of the vehicle, whether a driver or a passenger.

If the suspension of an employee’s driver’s license occurs while driving a municipal vehicle, and if the municipal vehicle is impounded or towed, any costs incurred to obtain the release of the vehicle and any legal costs may be the responsibility of the employee/driver.

Employees who are issued citations for any offence while using a municipal vehicle must notify their supervisor immediately.

Unauthorized use(s)

Employees must not, under any circumstance, operate municipal vehicles under the influence of alcohol, illegal drugs, or prescription drugs or medications which may interfere with effective and safe operation.

In the event that any driver experiences health-related issues that they suspect could impair their ability to safely operate vehicles, they are required to report this to their supervisor immediately. The disclosure of any potential restriction on one’s ability to drive is the responsibility of the driver.

Municipal vehicles are not to be taken home without the permission of the Chief Administrative Officer. Permission shall only be granted for urgent circumstances or in order to enable an efficient performance of municipal duties. After working hours, vehicles shall be used only to respond to situations within the scope of the employee’s duties and for no other purpose. Vehicles are not to be used for personal matters.

Under normal circumstances, the vehicle shall not be used for the transportation of any persons other than Town of Salisbury employees or persons engaged in Town of Salisbury business without prior authorization from the employee's Department Head. No family member is permitted to operate a municipal vehicle in this circumstance (except where the relative may be a municipal volunteer operating the vehicle for municipal business as per this Policy).

Parking

When finished with the vehicle, it must be returned to the appropriate and safe location. Vehicles must be locked and keys are not to be left in the vehicle.

Employees are to ensure they take every precaution to avoid a collision when reversing and parking a vehicle.

When parking a municipal vehicle, all reasonable measures should be taken to reverse park. While parking, drivers must ensure there is sufficient space, check for other vehicles or obstructions, check blind spots, pay attention to posted signage, and not drive faster than walking speeds while parking.

Emergency Prevention and Response

The Municipality is required to equip all vehicles with vehicle restraint systems, such as wheel chocks, to be utilized by all drivers as required.

Each vehicle must be equipped with a first-aid kit, emergency signaling device, and a fire extinguisher.

All municipal fleet must be equipped with accident report forms and contact information for any supervisors who should be contacted in the event of an accident or emergency.

Training

Employees are required to be oriented to organizational policies and procedures, upon hire or as any policy or procedure is modified.

Employees are responsible to request any applicable training to their immediate supervisor in the event they feel they are not comfortable or capable of operating vehicle(s) within the scope of their duties in accordance to this policy.

The Municipality will offer on-going and regular hands-on training as needed to ensure employees are trained on equipment used, are aware of maintenance and safe work practices, and receive adequate knowledge on policies implemented for their safety.

Transportation of Materials

Employees of municipal vehicles are responsible to ensure that any materials or equipment being transported in their vehicle is secure at all times. Covers, ties or other restraining devices can be requested from their supervisor as required. No vehicle or piece of equipment should be operated if a driver is not confident that any material or object is not safely secured.

Snow

Employees of municipal vehicles are responsible to remove ice and snow buildup that may fly from the vehicle prior to its use to ensure the safety of other motorists and the general public. This includes clearing all roofs of municipal vehicles and in no situation whatsoever should municipal employees operate any vehicle or machinery that obstructs view(s) or blind-spots due to snow or ice.

Any municipal vehicle operating on municipal sidewalks or streets during winter operations must stop the vehicle and ensure no persons are in snow banks or snow forts when it is visible that a tunnel, snow fort, or otherwise has been made on a property adjacent to the section being driven on (e.g.: if, while operating a sidewalk plow, the driver notices a tunnel from a yard to the sidewalk, they must stop the machine and inspect whether or not the tunnel(s) is occupied before plowing snow near the tunnel to prevent any injury).

Idling

Employees should make every effort to limit any unnecessary idling of any municipal vehicle.

Distracted Driving

Drivers may not use wireless communication devices, either hand-held or hands-free, while operating a moving vehicle. This includes talking, texting, typing, dialing, or emailing on hand-held cell phones and other hand-held communications and entertainment devices.

Employees are encouraged to keep communication devices in the vehicle in the event of an emergency, but must be aware that there is a zero-tolerance policy on the use of a communication device while operating a municipal vehicle.

Before using a communication device while operating a vehicle, drivers should pull the vehicle over with the vehicle in park (once it is safe to do so) and activate any required signaling device (such as four-way hazard lights). Driving can only resume operation of the vehicle when the communication has ended and it is safe to re-enter traffic. Employees are expected to consider their safety and the safety of those around them by considering potential hazards such as narrow shoulders, high congestion and visibility.

Smoking

Smoking is not allowed in any municipal vehicle.

Reversing

The need to back a municipal-owned vehicle, other than for reverse parking, will be avoided when at all possible by positioning the vehicle so to have a forward egress route. Drivers are encouraged to attempt to avoid situations that require vehicle backing or close-quarter maneuvering such as dead ends, cul-de-sacs, and routine parking situations whenever possible, especially for any municipal vehicle larger than a half-tonne truck.

When backing a vehicle in or near moving traffic, the vehicle's emergency lights can be operated at the discretion of the driver, or Officer in the event of a Salisbury Fire and Rescue situation, unless their operation will in any way hinder the vision of a spotter or ground guide.

In circumstances where the vehicle is occupied by only one employee, reversing is still acceptable, but the driver must ensure the situation is safe to do so. In vehicles larger than a half-ton truck, the driver, in this situation, must:

1. Exit the vehicle to complete a 360-degree survey of the area;
2. Attempt to use any department personnel, employee, police officer, or other individual in the vicinity to act as spotters/ground guides;
3. Where no personnel are available, cautiously reverse

In instances of vehicles equipped with audible back-up alarms, it is the driver's responsibility to assure that their alarm is sounding before moving the vehicle.

Reversing Fire Apparatuses

Every reasonable and prudent effort shall be made to avoid requiring reversing or close quarter maneuvering during emergency response or incident scene conditions.

When backing is unavoidable, a minimum of one ground guide person (spotter) will be assigned and used to guide the reverse. It is the responsibility of the Officer, if present, or the driver operator if no Officer is present to assure that a ground guide is assigned when necessary.

It is the driver's responsibility to verbally communicate their planned vehicle backing route and procedures with the ground guide(s) prior to backing. It is advisable that the ground guide has a portable radio with them when spotting a vehicle to communicate with the driver.

When a ground guide is assigned, the apparatus will never be put in reverse gear until the ground guide(s) is in position and has signaled visually or by radio, their approval to start backing.

Due to the potential to back over the ground guide and for the existence of a significant blind spot on the passenger's side of a backing vehicle, consideration should be given to positioning a ground guide on the left side of the backing vehicle, within view of the driver instead of looking in their right-side mirror. Under these situations, the driver can roll down the window looking out the driver's side and use their right mirror to view the passenger's side of their vehicle while constantly monitoring the ground guide.

A highway safety vest or turnout coat shall be worn by all ground guides during the backing process.

5. INCIDENT REPORTING

Incident Reporting

Incidents that potentially could have been an accident should be documented and immediate supervisors should be notified. This is to ensure ongoing review of applicable fleet management and safety policies and propose amendments to Policy as may be required.

Incidents that do, or could, cause damage to any municipal fleet must be documented via an incident report form.

Supervisors are responsible for ensuring incident reports are properly filed, including copied for personnel files.

Duty to Report Accident

Pursuant to Section 130(1) of the Motor Vehicle Act, any driver involved in an accident resulting in injury and/or death or resulting in damage to property expected to exceed one thousand dollars (\$1000) must report the accident to the Police.

In the event of an accident, drivers must:

1. All employees and others involved in an accident should obtain appropriate medical attention in the circumstances;
2. Report the accident to Police if required, and in the event of a report, note the police file number;
3. Report the accident to immediate supervisor;
4. Request that parties and property remain at the scene of the accident until the accident investigation is completed;
5. Refrain from making statements regarding the accident with anyone other than the investigating officer, municipal officials, or municipal insurance company representatives. Statements should be confined to factual observations;
6. Complete an Accident/Incident report and forward to appropriate parties.

Following Reports of Accidents

Following the report of an accident, the immediate supervisor must inform the Clerk/Treasurer to determine if the municipal insurance representative should be made aware. For risk and issues management, the Clerk/Treasurer or the immediate supervisor should inform the Chief Administrative Officer or their designate.

Immediate supervisors, in conjunction with the Clerk/Treasurer and Chief Administrative Officer, are responsible for investigating all accidents. This is to ensure that any appropriate follow-up is completed with any witnesses for supplementary information on accident reports, to ensure any disciplinary action is taken based on any violation(s) of policy, legislation, or regulation, and that as applicable, insurance representatives are made aware of any required details. Upon investigation, it may be determined that passengers or witnesses may be requested to complete their own accident reports.

A copy of all accident reports which involve an employee (even if not the primary driver) must be kept in the employee's personnel file.

7. INSPECTION(S) AND MAINTENANCE

Repairs

The repair of equipment shall be managed by the appropriate Department. Only authorized personnel or approved external vendors are permitted to repair, alter, or modify Town vehicles and equipment as authorized by the appropriate department. The goal of vehicle and equipment maintenance practices is to keep vehicles and equipment in sound operating condition. Preventive maintenance routines and intervals followed are based on local driving conditions and manufacturer's recommendations, for each type of vehicle or equipment and each type of service activity.

Employees shall report any malfunction or damage to their supervisor immediately. Supervisors must then conduct, or arrange, an inspection to determine any repairs that may be required.

Pre-Trip Inspections

Pre-trip inspections for all equipment being used for municipal business must be completed. This includes equipment such as: tractors, lawn mowers, sidewalk plows, plows, etc.

Drivers are responsible for conducting AND documenting all pre-trip inspections and maintaining an adequate log of all inspections. Pre-trip inspection logs are located in each respective vehicle or in a designated work area.

Any potential risk to safety or equipment is considered an out-of-service criteria for the vehicle and must be rectified before use.

Monthly Inspections

Other vehicles, including trucks, cars, fire apparatuses, should be inspected monthly to determine any deficiency or required maintenance.

Any potential risk to safety or equipment is considered an out-of-service criteria for the vehicle and must be rectified before use.

Annual Inspections and Registrations

All vehicles registered under the Motor Vehicle Act must be inspected and pass annually before being used by any driver.

8. DRIVER DOCUMENTATION

Within the appropriate personnel file, the Municipality is required to keep the following documentation related to the use of municipal machinery and/or fleet:

- Copy of current driver's license;
- Criminal record check (every three years);
- Applicable forms to be insured on the Municipality's insurance policy
- Any incident or accident forms;
- Driver's Abstract (annually);
- Any notice of change in driver's license status.

The Town reserves the right to verify a driver's driving record by requesting a driver's abstract on behalf of the employee annually, through Service New Brunswick, if their function with the Municipality requires them to drive or operate a vehicle owned by the Municipality at any time for the purposes of mitigating risk.

9. RESPONSIBILITES

Chief Administrative Officer

The Chief Administrative Officer (CAO), or designate, is designated to have overall responsibility of the fleet management program.

The CAO is responsible for human resources, including ensuring adequate documentation is received upon hire, including criminal record checks, driver's abstracts, etc.

The CAO may, if necessary, periodically audit the compliance of departments and employees to ensure compliance to this Policy.

Department Heads

Department heads are responsible for compliance with the Policy within the operations of their department. This includes verifying that all employees have the required qualifications and training, ensure their employees and drivers are following the requirements of the policy, and maintaining and monitoring the reporting and inspection requirements for any machinery or vehicle(s) within their service area.

Department Heads, in light of understanding the daily operations and use of the vehicles under this Policy, are encouraged to recommend any required modifications to the policy.

Employees

Drivers are responsible for adhering to all policies and procedures governing the operation of their vehicle, maintaining a professional appearance while operating municipal equipment, ensuring safe operation of all vehicles, conducting and documenting required reports or inspections, submitting any reports, and ensuring their personnel files are up to date as per this Policy.

Employees are also required to inform their immediate supervisor of any change to their drivers license status.