

# Vehicle Use Policy

## 1.0 Policy Statement

All employees and/or volunteers and students shall follow the procedures outlined in this policy when using any City vehicle.

## 2.0 Background


For occupational health and safety, and the effective use of City of Mount Pearl vehicles, employees must be aware of the conditions of use.

## 3.0 Vehicle Use Procedures

1. City vehicles may only be operated by employees who possess a valid driver's license of the required class issued by the Province of Newfoundland and Labrador. Employees must provide a driver's abstract, and be eligible, and remain eligible for insurability under City's insurance policy.
2. Employees are required to notify the City of any change in their license status and/or ability to be insured.
3. The *Highway Traffic Act*, and any other relevant laws, rules, or legislation must be followed when operating City vehicles.
4. Personal use of City vehicles is strictly prohibited, except where authorized in writing by the Director.
5. Upon entering a City vehicle, the driver must use their fob key on the sensor before proceeding to move the vehicle.
6. Vehicles must be maintained with items safely secured and debris removed.
7. All vehicles must have the engines shut off during breaks and lunch periods.
8. All vehicles at job sites should have the engine shut off while working unless the vehicle is required to be running for the performance of the work.
9. When the work assignment is complete all vehicles must be returned to the appropriate City facility, and the engines shut off. Employees are to report to their supervisor upon return when applicable.

10. Doors, windows, trunks and gates must be secure, and ignition keys must be removed and returned to assigned storage area when not in use or when vehicles are parked.
11. Pre/post trip inspections must be complete and information provided to the supervisor for all commercial vehicles.
12. Employees who are assigned City vehicles and going on annual or extended leave must return the assigned vehicle at the corresponding City facility.

#### 4.0 Approvals

  
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Steve Kent, Chief Administrative Officer  
August 7, 2018  
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Date