



The Corporation of the Municipality of Red Lake

EMPLOYMENT POLICY MANUAL

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| Subject: Municipal Vehicles | Approval Date: June 17, 2013 | By-Law No. 1785-13 <i>(Amended by By-Law No. 16-2016)</i> |
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3.40 MUNICIPAL VEHICLES1. POLICY STATEMENT

The Municipality of Red Lake requires all employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Municipality, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

1.1 REPORTING RESPONSIBILITY

1. It is the responsibility of all employees to comply with this policy.

1.2 MUNICIPAL VEHICLE USE

1. Municipal vehicles will be assigned to specific employees as the prime user, but all municipal vehicles will be made available to all other municipal employees as required so as to utilize them for maximum efficiency.
2. Municipal vehicles shall not be used for personal reasons.
3. Municipal vehicles/equipment which is being operated by an employee during the course of their work duties may be parked at the employee's place of residence while that employee is on a meal break. Prior approval from the employee's supervisor is required.
4. Municipal vehicles shall not be operated outside of the municipality except for approved conventions, business trips, service checks, etc.
5. Municipal vehicles shall be identifiable by appropriate municipal crest and/or decal on both front doors in sizes suitable for that vehicle and further identifiable by decals indicating their identification numbers.
6. The specific employee who is assigned as the primary user of the vehicle shall be responsible to see that the vehicle is:
 - a) Kept clean and presentable to the public.
 - b) Is properly maintained in accordance with the servicing schedule.
 - c) Ensure the vehicle is refueled and reports are completed.



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7. Municipal vehicles shall remain at their respective work sites before and after normal working hours, except those assigned to employees on 24 hour call (as shown on Schedule 'A') or when an employee has a specified approved assignment outside normal working hours i.e. engineering inspection or business meeting. Approval for specific circumstances shall be obtained from the employee's supervisor. The assigned vehicle must remain at the workplace when the employee is off work.
8. A continuous log is to be kept in the vehicle and shall be filled out for every use showing mileage and completed circle check.

SCHEDULE "A"

Municipal Vehicles Permitted to be Taken Home

- a) Operations Supervisor
- b) Fire Chief
- c) Communities in Bloom Labourer
- d) On-Call Employee

Note: All other employees not listed will follow #7 of this policy.