

County of Elgin

Section: **10**

Human Resources Policy Manual

Subject: **Use of County
Vehicles**

Code - **A**

Policy Number: **10.70**

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Date Approved: **Oct. 1/87**

Date Last Revision: **Jan. 98**

The County may make a vehicle or vehicles available to County Employees and/or County Councilors to perform County business. (The use of the term vehicle will imply vehicle or vehicles.)

Arrangements to use the Library van will be made through the Manager of Library Services. The Library will remain the primary user of that vehicle. Responsibility for the use, regular maintenance, and repairs will reside with the Manager of Library Services.

Arrangements to use the Homes vehicles will be made through the Building Services Supervisor of Homes. The Homes will remain the primary user of those vehicles. Responsibility for the use, regular maintenance, and repairs will reside with the Building Services Supervisor.

Employees of the Engineering Department will be the primary users of the vehicles assigned to that department. The Manager of Engineering Services may assign the vehicle to another department or Council during periods of low use i.e. vacations. Requests for use of the vehicle by other departments will be made to the Engineering Department.

Responsibility for the use, regular maintenance, and repairs will reside with the Manager of Engineering Services. All incidents of malfunction or damage must be reported to the Engineering Department as soon as possible.

If a vehicle is not available, Human Resources Policy number 10.50 applies for the use of a personal vehicle for County business.

The vehicles will be utilized for County business only. Use of these vehicles will be coordinated by the Manager of Engineering Services, the Manager of Library Services and the Director/Administrator of Homes or designate. Employees are not allowed to drive the vehicle to and from their residences. The only exception, on approval, will be out of town business where it is not feasible to return on the same day as departure i.e. out of town convention.

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Fuel for the Library van and the Engineering Department vehicle will be purchased through a “key-lock” system. The fuel for Homes vehicle will be purchased through a credit card system. The only exception will be out of town travel when fuel cannot be purchased through the key-lock or credit card. All receipts for fuel must be turned in to Treasury for payment and/or reimbursement. (Central Elgin may be approached to supply fuel.)

Employees and Councillors using the County vehicles must:

- Hold a valid Ontario driver’s license that is not under suspension.
- Not drive the County vehicle while under the influence of alcohol, illicit drugs, or prescription drugs, if the prescription drugs might impair driving ability.
- Obey all traffic laws by driving in a safe and courteous manner. Any traffic infractions will be the responsibility of the driver.