

Policy

Public Works Vehicles

Policy No.:	5112
Department:	Public Works
Authority:	Council
Current Approved Date:	2010

Policy Statement:

Public Works vehicles shall be used only during working hours, unless otherwise authorized.

Purpose:

To control the use of Public Works Vehicles

Application of This Policy:

Lamont County may provide a vehicle for the use by County personnel whose duties require regular travel during working hours. The use of these vehicles shall be governed as follows:

1. The Director of Public Works shall be authorized to use their County vehicle to travel to and from their residence to attend work.
2. The Public Works Road Maintenance Supervisor, whose position necessitates being on-call on a 24 hour basis, shall be authorized to use their County vehicle at all times including to and from their residence but excluding trips to and from their residence for private functions.
3. All other personnel who may have a vehicle allocated to them shall return the vehicle to the nearest Public Works compound at the end of the working day.
4. With the authorization of the Public Works Shop Supervisor or Road Maintenance Supervisor, personnel may take County vehicles to their residence at the end of the working day. This authorization may be given in the following circumstances:
 - A. Where the practice makes sense; i.e. if the employee's first location the next morning is closer to his residence than to the nearest shop;
 - B. If the employee is designated to be on-call over night;
 - C. Other emergent situations

Related Documents & Legislation:

Definitions:

Duties & Responsibilities:

Procedures Associated With This Policy:

Forms Associated With This Policy:

Amendment History:

93-468, 02-300, 10-080

Scheduled Review Date:

March 2011