



**Use of County Vehicles**

Policy No.: 5112

Department: Administration

Authority: Council

Current Approved Date: May 8, 2018

**Policy Statement:** Lamont County owned or leased vehicles shall only be used for Lamont County work related purposes unless otherwise authorized pursuant to this policy.

**Purpose:** To Control the use of Lamont County vehicles.

**Application of This Policy:** Lamont County may provide a vehicle for use by a County employee whose work duties require travel during work hours. The limited personal use of these vehicles shall be governed as follows:

1. The Road Maintenance Supervisor has the use of a County vehicle for transportation to and from home to work on a daily basis.
2. The Emergency Services Coordinator (County Fire Chief) and/or the Community Peace Officer may have the use of a County vehicle for transportation to and from home to work on a daily basis if approved by County Council or the County Manager in writing.
3. All other employees, including those employees with a County Vehicle assigned to them shall return the vehicle to the nearest Lamont County Public Works compound or the County Shop at the end of the working day.
4. The County Manager, or designate, may authorize in writing an employee, not referred to in section 1, to travel to and from their residence in the following circumstances:
  - a. If the employee's first work location the next work day is closer to their residence than the nearest Public Works Shop;
  - b. The employee is designated to be on-call over night or a weekend;
  - c. Any other circumstance where the County Manager, or designate, determines taking the vehicle would have to be in the best interest of the County, positively impacts time management, allows for timely response and/or when deemed to be the safest option.
  - d. An emergent situation for which a verbal approval has been given and is confirmed in writing the next work day.

5. All employees operating county vehicles for any purpose shall:
  - a. Hold and have in their possession, a valid Province of Alberta Operator's License with the necessary classes and conditions to operate the particular Lamont County vehicle assigned to the employee;
  - b. Adhere to all traffic laws and regulations and shall drive in accordance with the conditions of the road;
  - c. Adhere to all requirements of Lamont County's Health and Safety Programs and Fleet Safety programs;
  - d. Ensure a Lamont County vehicle while parked in a County compound, at a work site **or** while parked at an employee's home, is stored securely at all times to prevent theft or damage;
  - e. Keep a daily log of distance travelled recording separately work related purposes and personal use purposes and this log shall clearly show the mileage to and from work which shall be logged as personal use all pursuant to Canada Revenue Agency taxable allowances and benefits guidelines and this information shall be provided monthly to Lamont County Human Resources;
  - f. Be responsible personally for any fines or other penalties arising from a failure to comply with paragraph b. above;
  - g. Not operate a Lamont County vehicle or equipment within 8 hours of having consumed or while under the influence of alcohol or drugs, regardless of their perceived state of inebriation, intoxication or other impairment;
  - h. Not allow any passengers other than Lamont County employees to travel in a Lamont County vehicle unless authorized by County Manager or designate.
6. Prior to utilizing a Lamont County vehicle for any purpose, all employees must acknowledge that while operating Lamont County vehicles they are subject to Government of Canada and Government of Alberta taxable benefits legislation in relation to personal use of Lamont County vehicles and shall be personally liable for the payment of taxes assessed by Canada Revenue Agency for such personal use.

**Related Documents & Legislation:**

**Definitions:**

**Duties & Responsibilities:**

**Procedures Associated With This Policy:**

**Forms Associated With This Policy:**

**Amendment History:** May 8, 2018

**Scheduled Review Date:** May 8, 2019

