

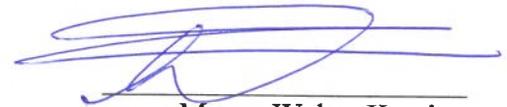
## TOWN OF LONG HARBOUR - MOUNT ARLINGTON HEIGHTS

### VEHICLE/EQUIPMENT POLICY

Pursuant to the authority conferred by the Towns and Local Service Districts Act, the Town Council of Long Harbour Mount Arlington Heights has made the following policy:

Dated and effective on this 12<sup>th</sup> day of September, 2025.

#### RESOLUTION NO. 09-11-25-08



Mayor Walter Keating



Juanita Gosse, Town Clerk/Manager

**PURPOSE:** To establish and provide guidelines for the use of Town owned vehicles and equipment in the function of various municipal duties. To ensure the safety and protection of all users and to ensure the vehicle and equipment is properly maintained.

#### **POLICY STATEMENT:**

##### **A. Use of Town Vehicle and Equipment**

Town of Long Harbour vehicles/equipment will be used according to the following guidelines:

1. All persons utilizing a Town vehicle/equipment must have a valid Driver's License with the required endorsements and an acceptable level of training. A driver's abstract will be made available annually and any employee that has had their vehicle license suspended for any reason will be required to report the suspension to the Town Manager.
2. Only Town employees, members of Town Council, or those authorized by the Town Council, may operate Town owned vehicles/equipment. Passengers are only allowed to travel in Town vehicles if they are involved in Town related activities.
3. Town vehicle/equipment is to be used only by authorized individuals in the performance of their duties, for authorized training purposes and/or for Town business and are not to be used for personal business or use of a personal nature.
4. Where possible, Town vehicle will be utilized in the conduct of Town business. This includes attendance at work related meetings and seminars which occur outside the Town of Long Harbour Mount Arlington Heights municipal boundaries.
5. Personal vehicles are only to be used as authorized by Council. Reimbursement for use of private vehicles will be at the Town's current Travel Policy mileage rate only. The Town of

Long Harbour Mount Arlington Heights will not be responsible for damage or repairs to personal vehicles no matter the cause while being used for business purposes.

6. Employees are not authorized to retain Town vehicle/equipment overnight at their place of residence, unless authorized by Council.
7. Town vehicle/equipment is not to be used outside of the boundaries of the Town of Long Harbour Mount Arlington Heights except for Town business and under authorization of the Town Manger/Council.
8. The employee driving the vehicle/equipment is in charge of the vehicle and shall inspect the vehicle before use and report any damage, servicing needs or repairs to the Town Manager. Check list for vehicle must be submitted to the Town Manager each week. The operator is responsible to keep town vehicle clean both inside and outside and free of clutter.
9. The consumption of alcohol is not permitted in town vehicle. The transportation of alcohol is permitted only at the discretion of Council/Town Manager.
10. The vehicle/equipment should be kept secure and locked as necessary to prevent theft of the vehicle/equipment or its contents.
11. Snow Clearing equipment shall be dismounted from the vehicle when not in use.
12. The vehicle/equipment must be driven and parked in accordance with all current legislation and Town Regulations and all driving violations will be the responsibility of the operator.
13. It is the operator of the vehicle/equipment that is responsible to ensure that proper procedures are followed when hauling material. Care shall be taken to ensure the material does not shift or fall from the vehicle or a trailer attached to the vehicle. All loads shall be properly secured and care taken to ensure there is no overloading of vehicles or trailers. Any material that overhangs the rear of the vehicle shall be identified by a red reflective maker.
14. Seatbelts shall be worn by all occupants of the vehicle. At no time shall the number of occupants exceed the number of seatbelts.
15. Operators shall obey all speed limits and traffic rules.
16. All accidents must be reported immediately to the Town Manager and an Incident/Accident Report completed. It will be the Town Manager's responsibility to ensure that an accident investigation is completed and remitted to the Council. In the case of injury and/or damage to the property of others, the particulars of the other vehicles and drivers must be recorded immediately together with the names and addresses of the witnesses, along with the appropriate report to local police.
17. Smoking is not permitted in Town vehicles.
18. Disciplinary action may be taken against employees found not complying with this policy. This may include reprimand, suspension or termination of employment.

**B. Maintenance of Vehicles/Equipment**

1. A vehicle/equipment use checklist will be located in the vehicle and shall be completed weekly. The checklist is to be submitted to the Town Manager at week's end. Safety concerns should be reported immediately.
2. Town vehicle shall be maintained as per the warranty and manufacturer's recommendations. All maintenance shall be logged including non-routine maintenance, and shall be submitted to the Town Manager.
3. After warranty period has expired, all maintenance checks shall be completed by a licensed mechanic.
4. The vehicle is to be equipped with First Aid Kit and Fire Extinguisher and Environmental Spill Kit.
5. Detailed maintenance records shall be maintained for the town vehicle. These records shall be reflected in the annual Budget reviews.
6. The Town Manager is to carry out a monthly inspection of the Town Vehicle and forward the results to Council.