



POLICY REGARDING VEHICLE USE

1. PURPOSE

The purpose of this Policy is to provide guidelines for the use of Village owned vehicles and equipment. Only employees of the Village of Milo are authorized to drive or operate Village of Milo vehicles. This measure has been adopted to ensure the health and safety of our employees and the public at large and to protect the property and the best interests of the municipality. This policy refers to all Village of Milo owned vehicles and equipment where unauthorized operators are not covered under the Village of Milo's insurance policy.

2. GENERAL GUIDELINES

Only authorized employees of the Village of Milo are permitted to drive or operate Village of Milo Vehicles.

The Village of Milo will only authorize employees in a management or public works position to drive Village of Milo vehicles and equipment.

Employees are required to show proof of a government issued Drivers License and a 3-year driver's abstract upon request.

If for any reason an employee's driver's license is revoked, suspended or restricted, it is mandatory that the employee notify the CAO immediately.

VEHICLE USE

Employees of the Village of Milo are responsible for operating the Village's vehicles and equipment in a safe and responsible manner.

Employees must know and abide by the Alberta Traffic Safety Act in the area in which they are operating the Village's vehicle.

It is mandatory that seatbelts be used by all occupants of a Village of Milo vehicle at all times.

Smoking will not be permitted in vehicles or equipment owned by the Village of Milo.

Cell phone use will only be permitted if the vehicle is parked.

Any vehicle moving violations issued to the Village of Milo as a result of the operation of Village owned vehicles will be the responsibility of the employee operating the vehicle at the time of the violation.



MAINTENANCE

Employees must maintain the cleanliness and general maintenance of Village of Milo vehicles.

Any repairs, deficiencies and general maintenance needs must be reported to the Public Works Supervisor or the CAO immediately.

The Public Works Supervisor is responsible for ensuring all repairs and maintenance are completed in a timely manner.

PERMITTED USE

Vehicles owned by the Village of Milo may only be used for business relating to the Village of Milo.

The CAO may authorize volunteers and contractors use of maintenance equipment on a case-by-case basis.

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