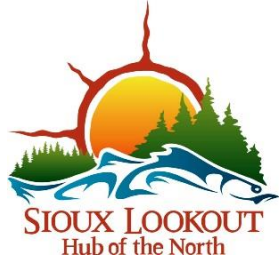


Municipal Vehicle Use



The Municipality of Sioux Lookout Human Resources Policy

Section:	Personnel		
Policy No:	2026-HR-07	Date:	May 1, 2026
Approved by:	CAO	Repeal:	

Purpose

To outline the rules and expectations for booking, operating, maintaining, and securing municipal vehicles, ensuring proper use, accountability, and compliance with legal requirements.

Policy Statement

The Municipality provides company-owned vehicles for official business use to support operations, improve efficiency, and ensure staff can perform their duties effectively. The safe, responsible, and lawful use of these vehicles is essential to protect employees, the public, and municipal assets.

Scope

This policy applies to all employees who are authorized to use municipal vehicles for work-related purposes.

Definitions

- **Municipal Vehicle:** Any motorized vehicle owned, leased, or rented by the Municipality for operational use.
- **Authorized Driver:** An employee with a valid driver's license who has submitted an acceptable driving abstract and received approval to operate a municipal vehicle.
- **Circle Check:** A pre- and post-use inspection to ensure vehicle safety and proper functioning, in accordance with municipal procedures.
- **Emergency Vehicle:** For the purpose of this policy, vehicles used by employees on scheduled standby duties are considered emergency vehicles.

General Provisions

- **Booking:** Vehicles must be booked in advance through the designated procedure.
- **Key Control:** Vehicle keys must be signed out and returned immediately after use.
- **Inspections:** Drivers must complete a documented circle check before and after each use.
- **Fueling:** Vehicle fuel tanks must be refilled when down to one-half tank.

For any questions or further clarification regarding this policy, employees are encouraged to contact the Human Resources Department.

- **Cleanliness & Sanitization:** All trash, equipment, or personal items must be removed after each trip. Anyone who is sick or has been in close contact with someone who is sick should sanitize the vehicle interior thoroughly.
- **Damage and Incidents:** Any damage, accident, or traffic infraction must be reported to the employee's immediate supervisor as soon as possible. An internal incident report must be completed promptly.
- **Legal Compliance:**
 - Drivers must hold a valid license appropriate for the vehicle type.
 - Seat belts must be worn at all times.
 - Hand-held devices must not be used while driving.
 - Vehicles must not exceed posted speed limits.
 - No alcohol or any substance that can impair the driver is permitted while operating a municipal vehicle. Employees taking prescription medication that may impair driving must consult their manager or HR regarding accommodations.
- **Driver Eligibility:** Only employees with a valid driver's license and an acceptable driving abstract on file may operate municipal vehicles.
- **Prohibited Use:** Municipal vehicles may not be used for personal errands or non-municipal purposes without prior approval from the Chief Administrative Officer (CAO).
- **Vehicle Operation & Security:**
 - Operate vehicles courteously at all times; these are branded municipal vehicles.
 - No modifications may be made to any vehicle without prior consent or pre-arranged accommodation.
 - Smoking or vaping in municipal vehicles is prohibited.
 - Vehicles must never be left running or unlocked when unattended.
 - Always lock and secure vehicles when not in use.

Responsibilities

- **Employees:** Ensure all procedures are followed, reports are submitted, vehicles are fueled and returned clean, and the vehicle is operated safely and lawfully.
- **Supervisors:** Review incident reports and ensure employee compliance with this policy.
- **Fleet Management Specialist:** Oversee vehicle bookings, maintenance, and perform periodic checks on vehicle condition and usage records.
- **Finance Department:** Calculate and record any taxable benefit related to vehicle use.
- **Chief Administrative Officer:** Grant permission for commuting in municipal vehicles and approve personal use when applicable.

References

- Ontario Highway Traffic Act
- Municipal Vehicle Safety Inspection Procedure
- Incident Reporting Policy

Review and Revision

This policy shall be reviewed every three (3) years or earlier if operational needs or legislation changes.