

 HUMAN RESOURCES POLICIES	Section #	Policy #
	I	27
	Approval Date:	Revision Date: Sept 2019
Title:	USE OF REGIONAL EQUIPMENT AND VEHICLES	
Applies To:	ALL EMPLOYEES	

POLICY STATEMENT:

Regional equipment, vehicles and premises are to be used for work purposes only.

OPERATING DETAILS:

Regional vehicles/equipment are to be used only by Regional personnel and only for Regional activities.

Staff operating Regional vehicles/equipment must be appropriately trained and, where necessary, licensed.

Staff operating Regional vehicles are expected to comply with all the provisions of the Highway Traffic Act and Municipal By-laws.

Any infractions to the above are the responsibility of the employee in control of the vehicle.

Should a provincial offense notice (a "ticket") be issued in the name of the Region, the supervisor will review the information with the employee assigned to operate the vehicle at the time the ticket was issued. If the information is correct, the Region will pay the fine and the employee will be responsible for promptly reimbursing the Region. If the employee wishes to dispute the ticket, they must do so on their own initiative, on their own time and at their own expense. The employee will also be responsible to reimburse the Region for all resulting fines and costs imposed by the Court.

Staff are required to immediately report any accidents/incidents involving Regional vehicles/equipment to their supervisor and subsequently to complete and submit an accident report.

Staff operating Regional vehicles/equipment are required to take proper care of vehicles/equipment.

Employees may not use Regional premises, equipment, information or supplies, to which they have access by virtue of their employment, for personal activities.

Persons who are not Regional employees are not permitted to drive Regional vehicles or operate Regional equipment.

When an employee is participating in training that requires testing on a piece of equipment and that training is job-related, Regional equipment may be used for the test. Regional equipment may not be used if the training is career-related.

SEE ALSO:

- Code of Ethics and Conflict of Interest Policy (I-8)
- License Suspension/Driving Prohibition Policy (I-15)
- Driver Licensing Criteria for Job Candidates (IV-17)
- Theft/Loss Policy (I-25)
- Employment Qualifications Policy(V-7)
- Occupant's Handbook

FOR FURTHER INFORMATION PLEASE CONTACT:

- Director, Employee Relations
Human Resources and Citizen Service