



Use of Town Vehicles

Policy No.: PS-PW-2	Council Resolution No.: 203/2024
Department: Public Services	Authority: Council
Effective Date: March 25, 2019	Revision Date: March 25, 2019, May 27 2024
Review Date: May 2027	Repealed Date:
Supersedes: 65C/9/13/99	
Related Procedure No.: N/A	
Related Procedure Name: N/A	

1.0 PURPOSE

- 1.1 To establish and provide guidelines for the use of Town owned vehicles and equipment.

2.0 POLICY STATEMENT

- 2.1 The Town requires all Town vehicles, and Town equipment used when performing work on behalf of the Town to be operated in a safe, courteous, and professional manner in compliance with the provincial Traffic Safety Act, Transportation of Dangerous Goods legislation, Occupational Health & Safety Act and all applicable Town policies and procedures.
- 2.2 All persons utilizing a Town vehicle/equipment must have a valid Driver's License with the required endorsements and an acceptable level of training.
- 2.3 All Town owned vehicles and equipment are to be used only by employees, and only in the performance of their assigned duties, for authorized training purposes, and/or Town based business activities.
- 2.4 Town vehicles and equipment are not to be used for personal gain.
- 2.5 Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

3.0 ADDITIONAL REFERENCES

- *Alberta Traffic Safety Act*
- *Seatbelt Legislation*





MAYOR

JUNE 3, 2024
DATE



CHIEF ADMINISTRATIVE OFFICER

May 29/24
DATE

