



CITY OF CORNER BROOK

Policy Statement

Index	Finance and Administration		Section	Vehicles		
Title	Fleet Management		Policy Number	11-07-02	Authority	Council
Approval Date	19 Jul 00	Effective Date	19 Jul 00		Revision Date	

Purpose:

- To ensure that all City owned and/or leased vehicles are used in a cost-effective and efficient manner to provide the citizens of Corner Brook with the best possible service.
- To maximize the capital life of equipment.

Policy Statement:

The City of Corner Brook recognizes that its citizens deserve the best possible service while maximizing efficiency and minimizing operating cost. To this end, the City shall ensure that its fleet of vehicles and equipment is managed in a manner that will best serve the needs of the taxpayers of Corner Brook.

Reference:

Approved: 00-64 (July 19, 2000)
CC00-128 (July 12, 2000)
Memo: Chow to CAO (Feb.12, 1998)
Memo: CAO to Directors
CC01-01 (Jan 3, 2001)

Detailed Action Required:

RESPONSIBILITIES

The Mayor and Councillors will review, adapt and amend this policy.

The Chief Administrative Officer will:

- (A) assist the Directors in the development and implementation of a fleet management program
- (B) approve the purchase and/or rental of vehicles for City use
- (C) recommend changes to this policy where considered appropriate
- (D) ensure that proper records are established and kept up-to-date with respect to proper fleet management practices

- (E) ensure that proper procedures are in place which would ensure that all employees who operate City vehicles are properly trained and licenced to use that vehicle.

Directors will:

- (A) allocate funds in departmental budgets to ensure that a sufficient number of vehicles are in the City's fleet to provide services to its citizens
- (B) ensure that a proper fleet management program is established and kept up-to-date. This program should include a proper service and maintenance schedule for each vehicle, an up-to-date log of fuel consumption and maintenance costs for each vehicle and daily log of kilometers or hours amassed by each vehicle and who operated it, and what it was used for (charged out to what account number)
- (C) ensure that all staff who operate City owned and/or leased vehicles are properly trained and licenced to operate such vehicles
- (D) ensure that all vehicles are used in the manner for which they were intended and only for City purposes, unless otherwise directed.

Supervisors will:

- (A) ensure that all City owned and/or leased vehicles that are operated by City employees under their command, are used in a manner that is conducive to providing services to the citizens of Corner Brook
- (B) ensure that employees operate the vehicles in a safe and proper manner
- (C) ensure all vehicles are used for City purposes only.

Operating employees will:

- (A) ensure that they are properly licenced to operate any vehicle and/or piece of equipment that they are required to operate
- (B) ensure that he/she operates any or all City vehicles in a safe and proper manner and obeys all traffic regulations
- (C) notify his/her supervisor or mechanical foreman immediately on becoming aware of any mechanical or safety fault
- (D) ensure that all fluid levels (i.e. fuel, oil, transmission) are maintained at a safe operating level
- (E) ensure that the vehicle that is assigned to him/her is kept in a clean, neat and uncluttered manner
- (F) use City vehicles for City purposes only.

MAINTENANCE AND SERVICING

A maintenance and servicing program shall be established for all City owned and/or leased vehicles that will ensure regular servicing (i.e. oil change, grease, etc.) is carried out at required intervals (e.g. every 5000 kilometers or 200 hours) to maximize the life expectancy of these vehicles. Also, the program will ensure that regular safety inspections are carried out on each vehicle by authorized personnel and that regular maintenance practices are adhered to.

A log shall be kept for each vehicle identifying fuel consumption, departure/destination kilometers travelled, hours operated, names of operators, and account number the vehicle was charged to.

VEHICLE USE

- (E) ensure that proper procedures are in place which would ensure that all employees who operate City vehicles are properly trained and licenced to use that vehicle.

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- (C) ensure that all staff who operate City owned and/or leased vehicles are properly trained and licenced to operate such vehicles
- (D) ensure that all vehicles are used in the manner for which they were intended and only for City purposes, unless otherwise directed.

Supervisors will:

- (A) ensure that all City owned and/or leased vehicles that are operated by City employees under their command, are used in a manner that is conducive to providing services to the citizens of Corner Brook
- (B) ensure that employees operate the vehicles in a safe and proper manner
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Operating employees will:

- (A) ensure that they are properly licenced to operate any vehicle and/or piece of equipment that they are required to operate
- (B) ensure that he/she operates any or all City vehicles in a safe and proper manner and obeys all traffic regulations
- (C) notify his/her supervisor or mechanical foreman immediately on becoming aware of any mechanical or safety fault
- (D) ensure that all fluid levels (i.e. fuel, oil, transmission) are maintained at a safe operating level
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VEHICLE USE

All employees who operate a City owned and/or leased vehicle shall ensure that the vehicle is operated in a safe and proper manner at all times, and is used in a manner for which it was intended.

No vehicle is to be left unattended with the keys in the ignition, whether the vehicle is running or otherwise.

No City vehicle is to be left idling unattended.

Vehicles shall be used for City purposes only, unless otherwise directed by the Supervisor.

Only properly licenced City employees shall operate City vehicles and only City employees shall be allowed to ride in such vehicles.

Any employee who operates any City vehicle shall ensure that he/she obeys all traffic regulations. Any violations or fines arising from improper operation of a City vehicle shall be the responsibility of the operator.

A City vehicle shall not under any circumstances be used for private purposes (e.g. shopping, banking, transporting personal goods or materials, or travelling from a place of work to a residence at lunch time).

No City vehicle shall be taken home at night or on weekends except when written authority is given by the department Director. This authority shall specify the dates and times for which approval is given.

Vehicles shall be driven as directly as possible between job sites and/or work locations.

IN WITNESS WHEREOF, this policy is sealed with the Common Seal of the City of Corner Brook.

[REDACTED]
MAYOR

[REDACTED]
CITY CLERK