



<b>Title: County Vehicle Use</b>	<b>Policy No.: 29-01</b>
<b>Section: 01</b>	<b>Page No.: 1 of 2</b>

<b>Legislation Reference:</b>	Alberta Provincial Statutes
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<b>Purpose:</b>	To ensure procedures are established and adhered to for use of Smoky Lake County vehicles.
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**Policy Statement and Guidelines:**

**STATEMENT**

All County vehicles shall be stationed at the place at which the employee is expected to report to work. Smoky Lake County recognizes that certain employees are required, as a condition of their employment, to respond to both emergency and non-emergency situations outside of normal working hours and need to access a County vehicle on a 24-hour basis.

**PROCEDURES**

1. The administration office and/or the public works office will normally be considered as the place at which employees are expected to report to work.
2. The residence of an employee may be established as the place for reporting to work when an employee is required to regularly perform duties outside of their normal working hours and the employee requires the use of a County vehicle in the performance of their job.
3. The Chief Administrative Officer is authorized to designate an employee’s residence as their place for reporting to work, if an employee is on call or expected to regularly perform duties outside their normal working hours.
4. Employees who have had their residence established as their place for reporting to work and who have been assigned a vehicle for use in performing their duties may station the vehicle at their residence subject to the provisions of this policy.
5. During vacation time or any other time when the employee is off-work for extended periods, the Chief Administrative Officer may require that the vehicle be parked in the public works yard.
6. Employees are expected to operate County vehicles with due consideration for the cost of a vehicle and its maintenance.
7. Employees are expected to exercise good judgment in determining the amount of driving that is necessary for performance of their respective duties.

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Policy Statement and Guidelines:	
8.	Abuse or rough use of a County vehicle including lack of care or maintenance will not be condoned as outlined in <i>Policy 3M-05-01: Vehicle and Equipment Maintenance and Operation.</i>
9.	Employees who have a County vehicle stationed at their residence are expected to park the vehicle in a secure area.
10.	Personal use of County vehicles is not permitted.
11.	The official County decal and unit number shall be visible on the vehicle.
12.	Any employee determined to be in contravention of this policy may be disciplined and/or subject to immediate dismissal with cause as outlined in <i>Policy 15-01-01: Discipline Policy.</i>

	Date	Resolution Number
Approved	December 11, 2007	# 100-07 - Page # 8549
Amended		
Amended		