

Vehicle Operation Policy



Section Human Resources	Date August 13, 2019	Bylaw Number 117-2019	Page 1	Of 4
Subsection General	Repeals Policy Number #HR-2-04-Vehicles & Equipment, #HR-2-12-Loss of License #HR-2-18 Staff Parking and #HR-2-19-Vehicle Operation		Policy Number HR-2-04	

PURPOSE

The purpose of this policy is to complement the City's Driver Safety Handbook to ensure the safe and professional operation of all City of Kenora vehicles in compliance with the *Highway Traffic Act (Ontario)*, the *Occupational Health and Safety Act (Ontario)*, and minimize the environmental impacts and overall costs of operating City vehicles.

SCOPE

This policy applies to all City of Kenora employees who operate any City owned or leased vehicles as part of their job.

DEFINITIONS

City Vehicle: a vehicle owned or leased by the City of Kenora

Collision: any accident involving a City-owned or leased vehicle and another vehicle, that results in death, injury or damages

Commercial Vehicle: all vehicles with a registered gross weight of more than 4,500 kg (9,920 lbs), with the exception of emergency response vehicles, and any vehicles with a seating capacity of more than 10 passengers

Incident: an event or occurrence in which a City-owned or leased vehicle comes into contact with another object which may or may not result in damages or injuries

Operator: an individual who has met the job and licensing requirements for the operation of City-owned or leased vehicles

Valid Licence: an Ontario driver's licence that is not suspended, cancelled, expired or invalid or any other reason

Vehicle: includes a motor vehicle, trailer, tractor engine, farm tractor, road-building machine, bicycle, and any vehicle drawn, propelled, or driven by any kind of power, including muscular power, but does not include a motorized snow vehicle or a street car

RESPONSIBILITIES

Senior Leadership Team members are responsible for ensuring all City of Kenora vehicle operations are in compliance with applicable legislation, the requirements of this policy, and the requirements under the City's Driver Safety Handbook.

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Supervisors are responsible for communicating this policy, along with the Driver's Safety Handbook to their staff, and ensuring compliance within their divisions. Supervisors are also responsible for ensuring their staff have all necessary training and orientation prior to operating any City vehicles.

Employees are responsible for operating vehicles in a safe, courteous, and professional manner in compliance with the Acts, regulations, this policy, and the Driver Safety Handbook.

Specific employee responsibilities regarding licencing outlined below.

LICENCING

Every employee required to drive as a condition of their employment must have and maintain a valid Ontario driver's licence with appropriate classification for the vehicle they operate, and any costs associated with the maintenance of that licence. When operating a vehicle, employees must have their licence in their possession at all times.

Employees will be required to provide proof of licence at time of hire, on the licence renewal date, and in the event of a change in licence status. A copy of licences will be kept in employee personnel files and CVOR driver files.

If an employee does not provide proof of licence or medical renewal and the City is required to run a Driver's Abstract report to confirm a valid licence, the employee will be charged the Abstract fee.

An employee shall notify their supervisor immediately of any change to the legal status of the employee's driver's licence (licence change, six or more demerit points, suspension, reclassifications, restrictions, loss etc.).

Failure to report any change to drivers licence will result in disciplinary action up to and including termination.

An employee whose driver's licence is: under suspension, no longer valid, or is not renewed by the expiry date is therefore unable to perform the essential duties of their job and will not be permitted to operate a City vehicle. This may result in the employee being placed on an unpaid leave of absence and/or being subject to disciplinary action up to and including termination.

Employees will be expected to provide a clean Driver's Abstract, at their own expense when reinstated.

Employees will not be considered for job postings if they do not possess the appropriate licence for the position.

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DISCIPLINE

Employees found in contravention of this policy or the Driver's Safety Handbook may be subject to disciplinary action under the City of Kenora Progressive Discipline Policy HR-2-3.

REFERENCES

City of Kenora Progressive Discipline policy
City of Kenora Driver's Safety Handbook
City of Kenora Fit for Work policy
City of Kenora Vehicle Incident Form HS-008

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This policy has been reviewed with me. I understand the policy and agree to abide by it.

Date

Employee Signature

Print Name