



MUNICIPAL DISTRICT OF PEACE NO. 135

PREPARED BY: Nasar Iqbal

ADOPTED BY: **NUMBER:** ASB – 1

REVISED BY: Nasar Iqbal

SUPERSEDES: COUNCIL Page 1 of 1

TITLE: Employee Use of Vehicles

Nov 24, 2014 Revised: Feb.27, 2020

PURPOSE OF THIS POLICY:

To control the use of the Municipal vehicles

POLICY STATEMENT:

All vehicles shall be returned to the Municipal Yards each day. Prior authorization may be given to an employee by the Manager of Agricultural Services or the Chief Administrative Officer to retain a vehicle at a location other than the Municipal yards if work circumstances deem it necessary.

Only Municipal employees with a valid driver's license shall operate Municipal vehicles. The employee must be the holder of a class of license required to operate the said vehicle in accordance with the requirements of the statutes of the Province of Alberta.

Employees are to use their own vehicles when doing personal errands during lunch or other breaks.