



MUNICIPAL DISTRICT OF PEACE NO.135

AMENDED BY: Barbara Johnson REVISED BY: Margaret McClarty	ADOPTED BY: COUNCIL	NUMBER: PW - 1
TITLE: Employee Use of Municipal Vehicles	DATE: March 12, 2019 September 12, 2023	
<u>PURPOSE OF THIS POLICY:</u>		
To control the use of Municipal Vehicles		
<u>POLICY STATEMENT:</u>		
<p>All vehicles (excepting the Public Works Foreman's vehicle) shall be returned to the Municipal Yard each day. Prior authorization may be given to an employee by the Public Works Foreman or the Chief Administrative Officer to retain a vehicle at a location other than the Municipal Yard if work circumstances deem it necessary.</p> <p>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 said vehicle in accordance with the requirements of the statutes of the Province of Alberta.</p> <p>Employees are to use their own vehicles when doing personal errands during lunch or other breaks.</p> <p>Every three years, Administration will order drivers' abstracts for all current employees who have authority to drive municipal vehicles.</p> <p>At no time should a non-employee be an occupant of an MD vehicle unless that person is engaged in MD business.</p>		