



POLICY NAME:
MUNICIPAL VEHICLE USE POLICY
POLICY AREA: General Government

POLICY NO: GG26-02
APPROVAL DATE: April 6, 2026
LAST UPDATED:

PURPOSE

1. The purpose of this policy is to establish clear guidelines for the appropriate use, operation, and management of municipal vehicles owned, leased, or operated by the Town of Tisdale. This policy ensures the safe operation of vehicles, protection of municipal assets, and accountability in the use of public resources.

SCOPE

2. This policy applies to all employees, elected officials, volunteers, contractors, and any other individuals authorized to operate or be transported in a municipal vehicle.

DEFINITIONS

3.1 Municipal Vehicle: Any vehicle owned, leased, rented, or otherwise under the control of the Town of Tisdale.

3.2 Authorized Operator: An individual approved by the Town to operate a municipal vehicle in the course of their duties.

3.3 CAO: Chief Administrative Officer responsible for oversight of this policy.

GENERAL PRINCIPLES

4. Municipal vehicles shall be used primarily for official Town business.
5. The use of municipal vehicles shall reflect sound stewardship, accountability, and transparency.
6. Safety is a priority in all aspects of vehicle operation.
7. All use must comply with applicable legislation and municipal policies.

AUTHORIZATION AND DRIVER ELIGIBILITY

8. Only Authorized Operators may operate municipal vehicles.
9. Operators must hold a valid driver's licence appropriate to the class of vehicle being operated.
10. The Town may require submission of a current driver's abstract at any time.
11. The CAO may suspend or revoke driving privileges where safety or compliance concerns exist.



USE OF MUNICIPAL VEHICLES

- 12. Municipal vehicles shall be used for:
 - a. Carrying out assigned municipal duties
 - b. Attending meetings, training, or inspections
 - c. Transporting personnel, equipment, or materials required for operations

- 13. Limited personal use may be permitted only with prior written authorization from the CAO and must be incidental, minimal, and not interfere with municipal operations.

PHOHIBITED USES

- 14. The following are strictly prohibited:
 - a. Unauthorized personal use of municipal vehicles
 - b. Operation while under the influence of alcohol, cannabis, or drugs
 - c. Use for illegal or non-municipal purposes
 - d. Transporting unauthorized passengers
 - e. Smoking or vaping in municipal vehicles
 - f. Distracted driving, including the use of handheld devices
 - g. Operating a vehicle in contravention of the Traffic Safety Act

OPERATOR RESPONSIBILITIES

- 15. Operators shall:
 - a. Operate vehicles in a safe and courteous manner
 - b. Comply with all traffic laws and regulations
 - c. Conduct basic pre-trip inspections (lights, tires, fuel, visible damage)
 - d. Ensure all occupants wear seatbelts
 - e. Secure all loads and equipment
 - f. Maintain the cleanliness of the vehicle
 - g. Immediately report any mechanical issues, damage, or concerns to their supervisor

FUEL, MAINTENANCE AND REPAIRS

- 16. Fuel purchases shall be made in accordance with Town procedures.

- 17. Routine maintenance shall be scheduled and tracked by the Town.

- 18. Unauthorized repairs or modifications are not permitted without approval.

ACCIDENTS AND INCIDENT REPORTING

- 19. In the event of an accident, the operator shall:
 - a. Ensure the safety of all individuals involved
 - b. Contact emergency services where required
 - c. Notify their supervisor as soon as possible
 - d. Report the incident to police when applicable



e. Complete a formal incident report

20. Operators shall not admit liability on behalf of the Town.

PARKING AND VEHICLE SECURITY

21. Vehicles shall be parked at designated municipal locations unless otherwise authorized.

22. Vehicles must be secured when unattended.

23. Take-home use of municipal vehicles requires prior approval from the CAO.

MONITORING AND COMPLIANCE

24. The Town may monitor vehicle usage, including mileage, fuel consumption, and GPS tracking where applicable.

25. Failure to comply with this policy may result in disciplinary action up to and including termination.

INSURANCE AND LIABILITY

26. All municipal vehicles shall be insured in accordance with provincial requirements.

27. Employees may be held responsible for damages resulting from negligence, misuse, or violation of this policy.

POLICY REVIEW

28. This policy shall be reviewed periodically by Administration to ensure compliance with legislation and alignment with operational needs.

EFFECTIVE DATE

19. This policy shall come into force upon Council's adoption.

Mayor

Chief Administrative Officer