



Clear Hills County

Effective Date: April 10, 2007

Policy Number: **3101**

Title: **VEHICLE MAINTENANCE AND OPERATIONS**

1. Policy Statement

1.1 Clear Hills County will establish rules governing the maintenance and operations of Clear Hills County owned vehicles.

2. County Personnel Transportation

2.1 All full time employees of the Clear Hills County who have provided proof of a valid Alberta Operator's license and other operating certifications for the class of vehicle they are operating, and who have authorized the County to obtain a current driver's abstract will have access to a Clear Hills County owned vehicle during working hours.

2.1.1 Non-employees may be allowed to ride as passengers in County vehicles to eliminate the need to pay mileage and as allowed by the county insurance coverage.

2.1.2 The vehicles are for County business use only.

2.2 Employees may choose to use their own vehicles for County business where it can be determined to be:

2.2.1 The most economical approach to meeting the transportation requirements of the County,

2.2.2 In the best interest of the employee and the County as negotiated between the employee and Management. If a County vehicle is available for use by an employee and the employee and Management mutually agree that the employee may use their own vehicle.

2.3 Vehicle rental costs for out of town travel will be reimbursed upon submission of receipts, only when it is deemed to be most economical to the County.

2.4 Wage or temporary employees who have provided proof of a valid Alberta Operator's license and other operating certifications for the class of vehicle they are operating, and who have authorized the County to obtain a current driver's abstract, will have access to a County owned vehicle if available and at the discretion of their supervisor.

2.5 Employees using a County vehicle for travel between home and place of work shall be authorized by management.

2.6 Vehicle mileage logs will be kept for all County vehicles.

3. End of Policy

ADOPTED

Resolution #C187-03

Date: March 25, 2003

Resolution #C215(04/10/07)

Date: April 10, 2007