

Policy 07/02

POLICY TITLE: **Use of Public Works Vehicles and Equipment**

DATE ADOPTED: **May 14, 2002**

POLICY PURPOSE: To establish guidelines for use of public works vehicles and equipment, to limit Town, Council and employee liability, to reduce operational costs and establish a system that ensures public vehicles and equipment are used for the purposes for which they were purchased.

DEFINITIONS: Public works vehicles and equipment shall mean any motorized vehicle or small piece of equipment or any hand operated tool owned or purchased by the Town of Bentley.

Passengers shall mean any person other than the Town of Bentley employees and Council.

Regular hours of work shall mean 8:00 a.m. to 6:00 p.m. daily for the Public Works Foreman and 8:00 a.m. to 4:30 p.m. daily for Public Works staff.

Qualified employee shall mean one certified to monitor the water treatment plant and required to share weekend on-call duties.

- POLICY:**
1. Public Works vehicles and equipment are purchased for the use of the Town employees to perform public service duties for the Town of Bentley assigned or bestowed upon them by Bylaw, standard work practices or resolution of Council.
 2. No person(s) other than Town of Bentley employees or Council shall operate or use any Town owned vehicle or equipment except in the case of a declared emergency or disaster.
 3. No person(s) other than Town of Bentley employees or Council shall be permitted to ride in or on or use any Town vehicle or equipment unless they are a passenger with a Town employee on Town business assisting in performing assigned or permitted Town duties.

4. All operators of Town vehicles and equipment must be sixteen (16) years of age or older and have a valid Alberta operator's licence.
5. Town vehicles and equipment can be rented out, but only with the approval of the Town Foreman and with a Town Public Works employee as the operator with charges to be assessed at the rates in Policy 2001/09. A written record of who has hired or used Town owned vehicles, equipment or small tools shall be submitted to the Town Office for processing and/or invoicing in a timely manner.
6. At the pleasure of Council and for convenience, the Town of Bentley will provide its' Public Works Foreman with a half ton vehicle for use during regular hours of Public Works department operation. The Public Works Foreman may park the Ford half ton at home after work hours daily, provided the truck is parked and only used in an emergency or call out situation. As much as is practical, day-to-day work shall be scheduled during normal working hours. The Town Foreman is not required to work weekends or be on call every week night. When the Town Foreman is on holidays, the Town pick-up shall be left at the Town Shop for the other employees' use.
7. At the pleasure of Council, the Assistant Public Works Foreman, and any other qualified employee, may take a vehicle home on weekends they are on call. The vehicle shall be parked and used only in the call out situation or for an emergency.



Mayor



Chief Administrative Officer