



Policy No. GP-2025-01

Municipal Vehicle Policy

Motion: 2025-030

Policy Purpose

This policy establishes guidelines for the appropriate use, reservation, and care of municipal vehicles, ensuring their efficient use, monitoring, and maintenance for official purposes while adhering to best practices in privacy, liability, and worker safety.

Vehicle Use Guidelines

Primary Use: Municipal vehicles are strictly for official business, including but not limited to travel to and from meetings, events, conferences, and conventions within and outside the Town of Raymond.

Prohibited Personal Use: Municipal vehicles are not to be used for any personal purposes under any circumstances.

Reservations and Use of Municipal Vehicles

Vehicle Reservation:

1. An Administration municipal vehicle may not be used unless it is reserved on the Office Vehicle Reservation Google Calendar.
 - a. Reservation details must include the staff member's name, trip purpose, dates, and expected duration of use.
2. A Community Services or Operational Services vehicle will be assigned to each permanent employee.
3. Unauthorized or unreserved use of municipal vehicles is strictly prohibited.

Driver Eligibility:

4. Only permanent, full-time staff may drive municipal vehicles out of town, unless authorized by a Director or Department Supervisor.
5. All drivers must possess a current, valid driver's license and are responsible for ensuring its validity before operating a municipal vehicle.
6. Proof of license may be requested and must be provided upon request.

Driver Responsibilities

Traffic Violations and Tickets:

7. The driver of a municipal vehicle is personally responsible for any fines, tickets, or other traffic violations incurred while using either their assigned vehicle or their reserved vehicle.
8. Violations must be reported to the CAO or designated administrator immediately.

Post Trip Responsibilities

At the conclusion of each trip:

9. Cleanliness:
 - a. Remove all personal items and garbage from the vehicle.
 - b. Ensure the vehicle interior is left in good condition.
10. Plugging in EVs or PHEVs:
 - a. If the vehicle is a Plug-in Hybrid Electric Vehicle (PHEV) or Electric Vehicle (EV), it must be immediately plugged into the designated charging station to ensure readiness for the next user.
11. Key Return:
 - a. Vehicle keys must be returned to each departments designated key storage immediately after use of the vehicle.

Biannual Cleaning Requirements

12. Biannual Cleaning: Each municipal vehicle must undergo a thorough cleaning in April and October of each year. This includes:
 - a. Vacuuming the entire vehicle interior.
 - b. Wiping down all surfaces, including dashboards, seats, and other interior components.
 - c. Washing windows, both inside and outside.
13. Record Keeping:
 - a. A cleaning log must be maintained for each vehicle, recording the date, the name of the staff member or contractor who performed the cleaning, and a brief description of the tasks completed.
 - b. Logs will be monitored to ensure compliance with biannual cleaning requirements.

GPS Monitoring of Vehicles

14. GPS Installation: All municipal vehicles will have GPS tracking systems installed for the following purposes:
 - a. Worker Safety:
 - i. To enhance worker safety during travel, particularly in hazardous weather conditions.
 - ii. To assist in the event of an accident or vehicle malfunction, ensuring timely response and support.
 - b. Theft Recovery:
 - i. To locate vehicles in the event of theft.
 - c. Misuse Monitoring:
 - i. To investigate allegations or concerns of misuse of municipal vehicles.
15. Privacy and Compliance Clause: The GPS monitoring system will be used solely for the purposes outlined in this policy. Data collected will be accessed only by authorized personnel.

Insurance Liability

16. Insurance Coverage:
 - a. Municipal vehicles are covered by the Town's insurance policy for official use only.
 - b. Employees are responsible for any fines, penalties, or other liabilities incurred due to personal negligence, unauthorized use, or violation of traffic laws while operating a municipal vehicle.

Non-Compliance

17. Failure to follow this policy will be addressed in accordance with the Town's Progressive Discipline Policy and may result in:
 - a. Loss of privileges for use of a municipal vehicle,
 - b. Verbal and/or written warnings, or
 - c. Further disciplinary action as deemed appropriate.

Vehicle Safety Inspections

18. Regular Inspections: Municipal vehicles will undergo routine safety inspections as requested to ensure they remain in good working order.
19. Reporting Issues: Any mechanical problems, damages, or maintenance needs must be reported immediately to the designated office administrator.

Amendments

1. Original Version: February 4, 2025
 - a. Motion: 2025-030

Appendix A
Municipal Vehicle Use Policy Acknowledgment and Agreement

I, the undersigned, acknowledge that I have read and fully understand the Municipal Vehicle Use Policy. I agree to comply with all conditions, requirements, and responsibilities outlined in the policy, including but not limited to:

- Reserving municipal vehicles properly before use.
- Using municipal vehicles strictly for official purposes.
- Taking responsibility for any traffic violations or fines incurred while operating a municipal vehicle.
- Ensuring vehicles are cleaned, plugged in (if EV or PHEV), and keys returned after each use.
- Consenting to GPS monitoring as described in the policy.

I understand that failure to adhere to this policy may result in disciplinary action, including loss of vehicle use privileges, in accordance with the Town's Progressive Discipline Policy.

Employee Name (Print): _____

Employee Signature: _____

Date: _____

Supervisor Name (Print): _____

Supervisor Signature: _____

This signed acknowledgment will be kept on file by the Town of Raymond.