

1. Purpose

The purpose of this policy is to set guidelines for the use, maintenance and management of vehicles assigned to the Municipal Public Works Department.

2. Scope

This policy applies to all employees within the Public Works Department who are authorized to use municipal vehicles for public infrastructure, maintenance tasks and municipal properties.

3. Authority

This policy derives its authority from section 47 of the *Municipal Government Act (MGA)* of the Province of Nova Scotia and the *Motor Vehicle Act*.

4. Definitions

4.1 *CAO* - means the Chief Administrative Officer for the Municipality of the District of St. Mary's.

4.2 *Employee or Staff* - means an employee of the Municipality of the District of St. Mary's.

4.3 *Operator Safety* - The safety guidelines and protocols that vehicle operators must adhere to when operating municipal vehicles are adhering to traffic laws and maintaining safe driving practices.

4.4 *Motor Vehicle Act* – sets rules for vehicle operation, safety, and traffic laws to ensure safe road use.

4.5 *Municipal Vehicles* - Any vehicle owned or operated by the municipality for use in public works operations.

4.6 *Vehicle Maintenance* - The process of keeping municipal vehicles in good working condition through regular inspections, repairs, cleaning, and service according to manufacture specifications and municipal guidelines.

4.7 *Vehicle Management* - The Department of Public Works handles overseeing the acquisition, maintenance, and operation of municipal vehicles. This includes vehicle inspections, service scheduling, and licencing, etc.



5. Authorized Use

5.1 Municipal vehicles are for official municipal business only and are not permitted for personal use. Employees must remain on public roads, as these vehicles are not designed for off-road conditions. Only Public Works employees with the necessary licensing and training are authorized to operate these vehicles. Employees must: hold a valid driver's license appropriate for the vehicle class, follow all safety protocols and vehicle-specific operating instructions, and always keep a copy of the insurance card in the vehicle. The Municipality will not reimburse employees for any fines or costs incurred due to failure to follow regulations, including parking tickets, speeding violations, or other infractions.

5.2 If a personal vehicle is to be used for work purposes, prior approval must be obtained from the Director of Public Works and/or the CAO. Section 7 of the *Mileage/Expense Policy* must be adhered to.

6. No Smoking, Vaping, Drinking or Marijuana

Smoking, drinking alcohol, vaping and marijuana are strictly prohibited in and around municipal vehicles. This includes any activity involving tobacco, e-cigarettes, or alcohol while operating or within a municipal vehicle or public works site. The purpose of this policy is to ensure that a safe, distraction free working environment, health and safety of employees, public, and municipal assets.

7. Vehicle Assignment and Allocation

Vehicles will be assigned based on operational requirements and must be used strictly for work-related purposes. Employees must adhere to the assigned vehicle usage schedule, ensuring that all vehicles are used for their designated purposes.

8. Maintenance and Inspections

All vehicles will undergo regular inspections as outlined by the manufacturer recommendations and municipal guidelines. This includes routine inspections (oil changes, brake checks, tire pressure), cleaning and sanitizing, as necessary. Repairs done on time to ensure operational safety. Additionally, all maintenance and inspections must be reported daily in the logbook to ensure proper tracking and accountability.

9. Safety Standards

Operators must adhere to all applicable safety guidelines including, always wearing seatbelts when the vehicle is in motion. Adhering to speed limits and traffic laws. Operating vehicles in a manner that minimizes hazards to other workers and the public.

10. Incidents

Any incidents involving municipal vehicles, such as accidents or damages, must be immediately reported to the CAO and the Public Works Director. A written report must be submitted within 24 hours of the incident. If an accident occurs, the RCMP must be notified.

11. Vehicle Storage and Identification

11.1 Vehicles must be stored in secure, designated area at the Water Treatment Plant (8226 Highway #7) after hours to prevent theft or damage. Key management protocols should be followed, and keys must not be left unattended or have keys recut. Keys are to be kept in a secure municipal location as approved by the Director of Public Works.

11.2 All municipal vehicles should display clear identification markings to ensure accountability and avoid misuse.

12. Policy Violation

Failure to follow this policy will result in disciplinary actions, including but not limited to verbal warnings, written reprimands, suspension or termination depending on severity of the violation.

13. Revisions

The Municipality shall ensure that this policy is reviewed as necessary. All amendments to this policy will be recorded using Schedule A- Policy Amendments.



SCHEDULE A- POLICY AMMENDMENTS

Version #	Amendment Description	Approved By	Approval Date
1	Approval & Acceptance of Policy	Council	May 21, 2025

Jadzia Rudolph.
Municipal Clerk

May. 21, 2025.
Date



SCHEDULE C – PRE-VEHICLE INSPECTION

Daily Checklist
<input type="checkbox"/> Clean – (Vehicle was left clean, all garbage removed)
<input type="checkbox"/> Body – (Exterior review showed no new body damages or scratches)
<input type="checkbox"/> Lights – (Exterior running lights, turn signals, head lights, high and low beams)
<input type="checkbox"/> Dash Displays – (No warning lights)
<input type="checkbox"/> Steering – Smooth and normal (No pulling)
<input type="checkbox"/> Brakes – Good condition (not soft, no squeaks or noise when applied)
<input type="checkbox"/> Tires – Good Condition (No sign of low pressure, unusual wear or damage)

Monthly Checklist
<input type="checkbox"/> Clean – (Vehicle was left clean, all garbage removed)
<input type="checkbox"/> Body – (Exterior review showed no new body damages or scratches)
<input type="checkbox"/> Mirrors – Exterior mirrors and interior rearview mirror are functional, not broken)
<input type="checkbox"/> Tires – Good Condition (No signs of low pressure, unusual wear or damage)
<input type="checkbox"/> Brakes – Good condition (not soft, no squeaks or noise when applied) (Check for parking brake function on and release)
<input type="checkbox"/> Muffler – (No extra noise, not hanging low/loose)
<input type="checkbox"/> Lights – (Exterior running lights, turn signals, head lights, high and low beams)
<input type="checkbox"/> Dash Displays – (No warning lights)
<input type="checkbox"/> Steering – Smooth and normal (No pulling)
<input type="checkbox"/> Seats – (Move and lock in position properly)
<input type="checkbox"/> Seatbelts – (Extend, retract, lock properly)
<input type="checkbox"/> Windows – (Clean with clear view, no chips or cracks)
<input type="checkbox"/> Wipers – (Functional, check for wear and damage)
<input type="checkbox"/> Suspension System – (No unusual bumps or uneven ride)
<input type="checkbox"/> Heater/Defroster/AC – (Make sure all works)
<input type="checkbox"/> Trailer (if applicable) – (General Condition, tires, running and signal lights, brakes, check break and electrical wiring plug for connection)
<input type="checkbox"/> Trailer (Non-Applicable)
<input type="checkbox"/> Fluids Check – (Physically check each – Oil, Brake, Power Steering, Windshield Washer, Transmission and Hydraulic if applicable)

Employee Name	Signature	Date



SCHEDULE D – INCIDENT REPORT

EMPLOYEE INCIDENT REPORT		
Employee Name	Direct Supervisor Name	
Title/Position	Department	
INCIDENT		
Date	Time	Location
Incident Description/Pictures of Damage		
Cause of Incident		
People Involved	Witnesses	

I, the undersigned confirm that the details above are correct,

Employee Name	Signature	Date
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Acknowledged by,

Direct Supervisor Name	Signature	Date
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