

COUNCIL POLICY

TITLE – USE OF TOWN OWNED VEHICLES

Policy #: P-08-2026

Section: Personnel

Rescind Policy #: N/A

Legislative Reference: N/A

1. POLICY STATEMENT

The purpose of this policy is to establish clear guidelines for the safe, efficient, and accountable use of Town-owned vehicles and equipment. This policy is intended to:

- Ensure the safety of employees and the public
- Protect Town assets
- Promote responsible and cost-effective vehicle use
- Ensure compliance with applicable legislation and insurance requirements

Town-owned vehicles shall be used solely for official Town business unless otherwise authorized. All users are expected to operate vehicles safely, responsibly, and in accordance with all applicable laws, regulations, and Town policies.

2. DEFINITIONS

2.1 In this Policy:

- a) *“CAO”* shall mean the Chief Administrative Officer of the Town of Smoky Lake;
- b) *“Town”* shall mean the Municipal Corporation of the Town of Smoky Lake;
- c) *“Town Vehicle”* shall mean any vehicle, equipment, or machinery owned, leased, or rented by the Town of Smoky Lake
- d) *“Authorized Driver”* shall mean an individual approved by the Town to operate a Town vehicle
- e) *“Personal Use”* shall mean any use of a Town vehicle that is not directly related to Town business.

3. SCOPE

This policy applies to all Town of Smoky Lake employees, elected officials, contractors, and volunteers who are authorized to operate Town-owned vehicles or equipment.

4. AUTHORIZATION AND ELIGIBILITY

4.1 Only Authorized Drivers may operate Town vehicles.

4.2 To be authorized, individuals must:

- Hold a valid Alberta driver's licence appropriate for the class of vehicle
- Provide a current driver's abstract upon request
- Maintain an acceptable driving record as determined by the Town
- Be physically capable of safely operating the vehicle or equipment

5. GENERAL USE REQUIREMENTS

5.1 Town vehicles shall only be used for Town business unless explicitly authorized by the CAO.

5.2 Operators shall:

- Conduct a pre- and post-trip inspection
- Report any damage, defects, or maintenance issues immediately
- Ensure vehicles are kept clean and in good condition
- Adhere to all traffic laws and regulations

5.3 Smoking, vaping, and the consumption of alcohol or drugs in Town vehicles is strictly prohibited.

5.4 The use of handheld electronic devices while operating a vehicle is prohibited, in accordance with provincial legislation.

6. PERSONAL USE

6.1 Personal use of Town vehicles is prohibited unless specifically authorized in writing by the CAO.

6.2 Limited incidental use (e.g., meal breaks during field work) may be permitted where operationally necessary.

6.3 Any approved personal use may be considered a taxable benefit and must comply with Canada Revenue Agency (CRA) requirements.

7. TAKE-HOME VEHICLES

7.1 Take-home vehicles may be assigned where operationally required (e.g., on-call staff, emergency response).

7.2 Approval for take-home vehicles must be granted by the CAO.

7.3 Use of take-home vehicles shall be restricted to commuting and authorized work-related purposes.

8. FUEL AND MAINTENANCE

8.1 Fuel shall be purchased using Town-issued fuel cards or approved methods.

8.2 All maintenance and repairs must be performed through approved vendors or Town facilities.

8.3 Preventative maintenance schedules must be followed.

9. ACCIDENTS AND INCIDENTS

9.1 All accidents, collisions, thefts, or damage involving Town vehicles must be reported immediately to a supervisor.

9.2 Where required, incidents must also be reported to law enforcement and insurance providers.

9.3 An incident report must be completed as soon as practicable.

10. FINES AND VIOLATIONS

10.1 Operators are personally responsible for any fines, penalties, or tickets incurred while operating a Town vehicle.

10.2 The Town will not reimburse fines resulting from violations of traffic laws.

11. SAFETY REQUIREMENTS

11.1 Seatbelts must be worn at all times by all occupants.

11.2 Operators shall not operate vehicles while fatigued or impaired.

11.3 Appropriate personal protective equipment (PPE) must be used where required.

12. RESTRICTIONS

12.1 Unauthorized passengers are not permitted in Town vehicles unless approved.

12.2 Hitchhiking or transporting members of the public is prohibited unless related to Town operations.

12.3 Vehicles shall not be used to tow personal equipment or trailers without approval.

13. ENFORCEMENT

Failure to comply with this policy may result in disciplinary action up to and including termination of employment and revocation of driving privileges.

14. RESPONSIBILITIES

Council: Approve the policy

Chief Administrative Officer (CAO): Ensure implementation and compliance. Approve exceptions and authorizations

Supervisors: Monitor employee compliance. Ensure proper training and authorization

Employees/Operators: Comply with all aspects of this policy. Report issues, incidents, and unsafe conditions

14. RELATED LEGISLATION AND POLICIES

Traffic Safety Act (Alberta)

Occupational Health and Safety Act (Alberta)

Town of Smoky Lake Health and Safety Policies

	DATE	RESOLUTION NUMBER
Approved	April 7, 2026	223-2026

Original Signed
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Mayor

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