

POLICY 26-02		FLEET MANAGEMENT POLICY	
DATE OF ADOPTION:	February 17, 2026	MOTION NUMBER:	#26/02/16
DATE OF AMENDMENT:		DEPARTMENT:	Infrastructure & Planning

## PURPOSE

To establish the requirements, responsibilities, and expectations for Employees and Council Members who operate Town of Vermilion Fleet Vehicles and equipment to promote safe operation, regulatory compliance, protection of municipal assets, and reduction of risk and liability.

## DEFINITIONS

**Administration** is the administrative Employees of the Town of Vermilion.

**Authorized Driver** is an Employee or individual approved by the Town to operate a Town Fleet Vehicle.

**CAO** is the Chief Administrative Officer for the Town of Vermilion.

**Council Members** the duly elected Mayor and Councillors of the Town of Vermilion

**Director** is a person employed by the Town of Vermilion who is in charge of an activity, department or organization, as delegated by the CAO.

**Employee** is an employee of the Town of Vermilion.

**Fleet Vehicle** is any vehicle, mobile equipment, or machinery owned, leased, or rented by the Town of Vermilion.

**Supervisor** is an Employee responsible for overseeing Fleet Vehicles and Authorized Drivers.

**Town** is the Town of Vermilion in the Province of Alberta.

**Town Business** is professional services rendered for or on behalf of the Town of Vermilion.

## SCOPE

This policy applies to all Employees, Council Members, seasonal or temporary staff, and any other individuals authorized to operate Town Fleet Vehicles while conducting Town Business.

<b>TASK</b>	<b>TITLE OR DEPARTMENT OF PERSON RESPONSIBLE</b>
<b>APPROVAL OF POLICY &amp; AMENDMENTS</b>	Council
<b>HANDLING INQUIRIES &amp; COMMUNICATING POLICY</b>	Director of Infrastructure & Planning
<b>MONITORING REVIEWS &amp; IMPLEMENTATION</b>	Chief Administrative Officer

## **GUIDING PRINCIPLES**

- 1) Fleet Vehicles are provided solely for the purpose of conducting Town Business.
- 2) All Fleet Vehicles remain the property of the Town.
- 3) Safety of Employees, the public, and municipal assets is a priority in all fleet operations.
- 4) The Town requires Fleet Vehicles to be operated in a lawful, responsible, and professional manner.
- 5) The Town reserves the right to monitor, restrict, or revoke fleet driving privileges in cases of non-compliance.

## **ELIGIBILITY**

- 6) Employee and Council Members eligibility to operate Fleet Vehicles is determined on a case-by-case basis.
- 7) Authorized Drivers must:
  - a. Hold a valid Alberta driver's licence appropriate to the vehicle or equipment being operated
  - b. Maintain an acceptable driving record
  - c. Provide a driver's abstract upon request
  - d. Immediately notify their supervisor of any licence suspension, restriction, or condition affecting driving ability

## **DRIVER REQUIREMENTS AND EXPECTATIONS**

- 8) Operate Fleet Vehicles safely, courteously, and in compliance with:
  - a. Alberta Traffic Safety Act
  - b. Occupational Health and Safety legislation
  - c. All Town policies and procedures
- 9) Adjust driving behaviour to weather, road, and traffic conditions

- 10) Wear seatbelts and ensure passengers do the same
- 11) Refrain from operating Fleet Vehicles while impaired by alcohol, drugs, fatigue, or medication
- 12) Not use handheld electronic devices while driving

## **VEHICLE USE, CARE, AND INSPECTION**

- 1) Authorized Drivers are responsible for the reasonable care of assigned Fleet Vehicles.
- 2) Pre-trip inspections shall be completed as required.
- 3) Defects, damage, or maintenance concerns must be reported promptly to a supervisor.
- 4) Scheduled maintenance shall be completed in accordance with manufacturer recommendations and Town standards.
- 5) Vehicles shall be kept reasonably clean, secure, and fueled, as operationally appropriate.
- 6) Smoking is strictly always prohibited in all Fleet Vehicles.
- 7) Town Fleet Vehicles shall not be used to transport any person other than:
  - a. Town Employees
  - b. Council Members: or
  - c. Individuals engaged in approved Town of Vermilion business unless prior written permission has been obtained for the applicable Department Director or CAO.

## **COLLISIONS, INCIDENTS, AND DAMAGE**

- 8) In the event of a collision, incident, or damage involving a Fleet Vehicle, the Authorized Driver must:
  - a. Ensure personal and public safety and seek medical assistance if required
  - b. Notify emergency services when appropriate
  - c. Immediately report the incident to their supervisor
  - d. Complete all required accident, insurance, and incident documentation
  - e. Cooperate fully with investigations

## **TRAFFIC VIOLATIONS AND LIABILITY**

- 9) Authorized Drivers are personally responsible for traffic violations, fines, and penalties incurred while operating Fleet Vehicles.
- 10) Repeated violations, unsafe operation, or preventable incidents may result in:
  - a. Additional training requirements
  - b. Suspension or revocation of fleet privileges
  - c. Disciplinary action dependent on the nature of the breach of policy; discipline may range from a verbal warning to dismissal with cause.

## TRAINING AND COMPETENCY

- 11) The Town may require Authorized Drivers to complete:
- a. Defensive driving training
  - b. Equipment-specific training (e.g., plows, graders, heavy trucks)
  - c. Refresher training required or recommended by the Town

## ROLES & RESPONSIBILITIES

- 12) Directors and Supervisors must:
- a. Approve and monitor Authorized Drivers within their department
  - b. Ensure Employees meet licensing and training requirements
  - c. Monitor compliance with this policy
  - d. Report incidents, concerns, or non-compliance to Administration
- 13) Employees and Council Member must:
- a. Comply with the requirements of this policy
  - b. Operate Fleet Vehicles safely and responsibly
  - c. Immediately report incidents, damage, or unsafe conditions to the Supervisor or Director